e810 Licensing System Exporter Manual

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National Nuclear Security Administration

The Office of the Associate Administrator
for Information Management and
Chief Information Officer

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E810 Exporter Manual

Revision History

Version Number	Date	Description	Author(s)	Approver
1.0	04/08/2015	Draft	Greenfeld, Jason	
1.0	12/09/2016	Updates		Harding, Margaret
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3.1	11/18/21	Add Rules of Behavior pop-up window	Perry, Dave	Lyman, Andrew

1.0 Accessing the System

Before you can access the system and submit submissions you must first create/register an account.

1.1 Creating / Registering an Account

1. To create an account. Open a web browser to: https://e810.energy.gov

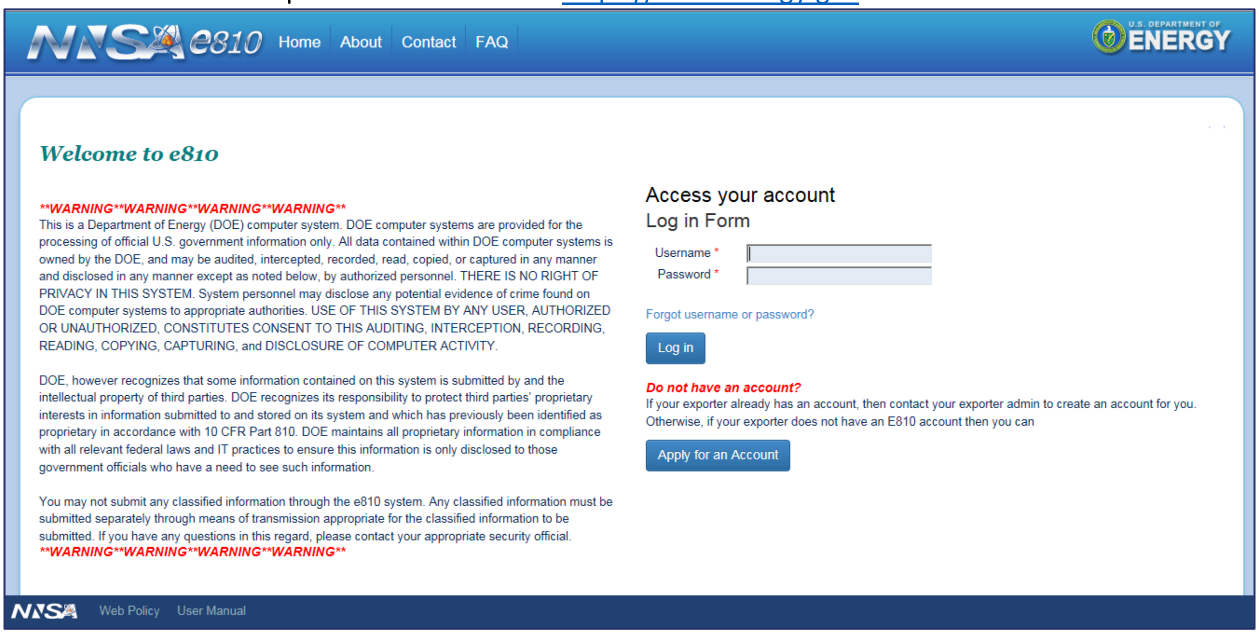


Figure 1-1 e810 Licensing System Landing Page

2. Next click on 'Apply for Account' button.
3. You will be directed to the Account Signup page. Here you enter in your information. Once you have completed the form, click 'Register'.

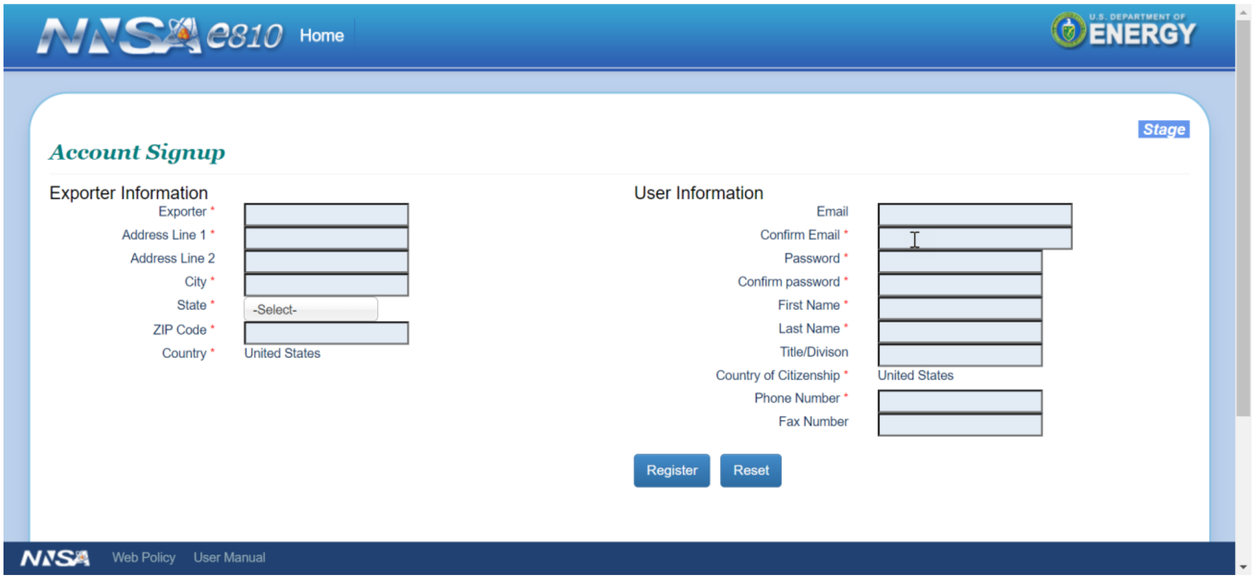
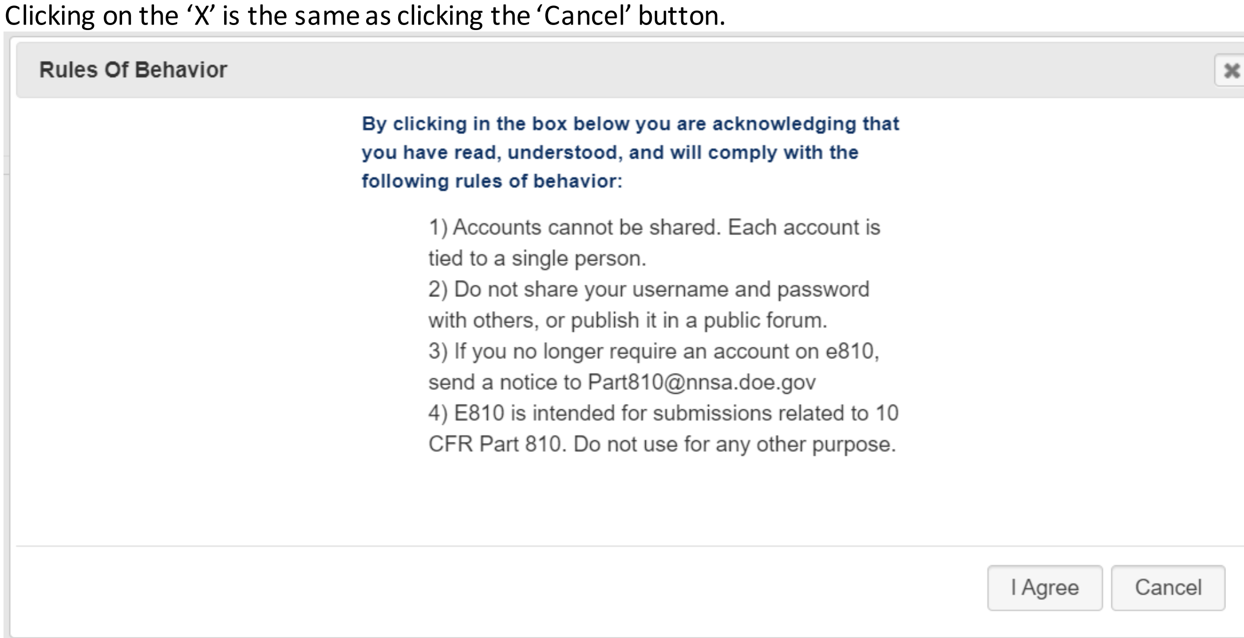


Figure 1-2 Registration Page

4. On clicking the 'Register' button, a pop-up window will be displayed that shows the Rules of Behavior text. You will be required to acknowledge this request by selecting the 'I Agree' button. If you accept, the pop-up window will close and your request will be submitted. If you select the 'Cancel' button, the pop-up window will close and return to the registration page. Clicking on the 'X' is the same as clicking the 'Cancel' button.



5. A green banner will appear with the following text
"Account was successfully added. It must be approved before you can log in. An email was sent to you to verify your account."
6. Before an Admin can approve your account, you must verify your email. An email will be generated and sent to the email you provided upon registration. Please click the link within 24

hours (only click the link once). A green banner will appear. "Account verified and is under review by Part 810 administrator."

7. You will receive an email notifying you when your account has been approved.

1.2 First Time Login

Once you have received your approval email. You can then access the system with the username and password that was created upon registering.

1. Open a web browser to: https://e810.energy.gov
2. Next, log in with the Username and Password you created upon registration; if you copy and paste the password, please make sure you don't copy the space at the end of the password.
3. Upon first log in you will be navigated to your dashboard and ready to access the system.

1.3 Forgot Username/Password

If you have forgotten your username or password, please follow the instructions listed below:

1. Open a web browser to: https://e810.energy.gov
2. Click the 'Forgot username and password?' link.

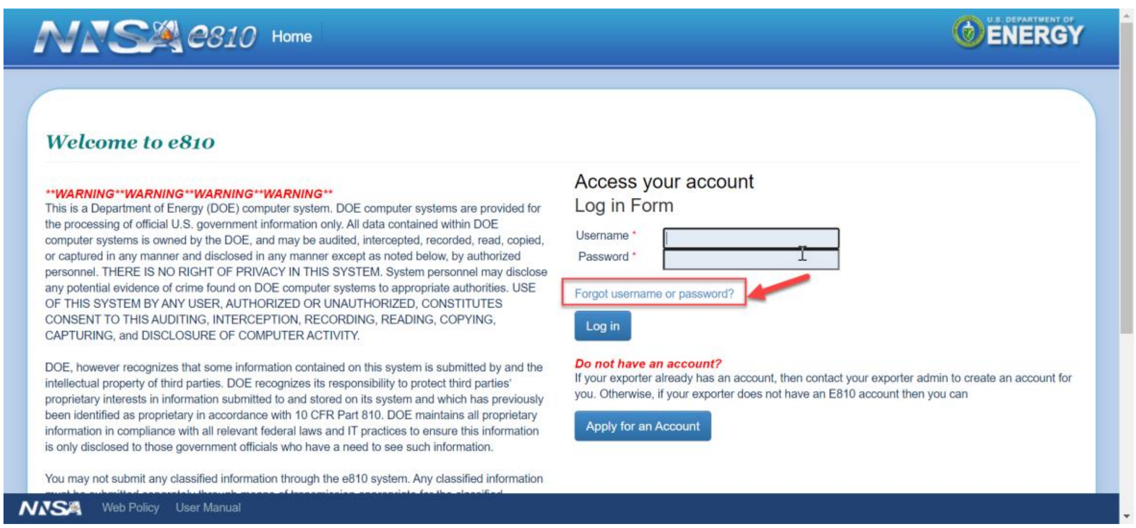


Figure 1-3 e810 Licensing System Landing Page

3. Next, enter in the email that you registered the account with.
4. An email containing a temporary password will be generated and sent to the email entered.
5. Next, log in with your username and the temporary password provided; if you copy and paste the password, please make sure you don't copy the space at the end of the password in the email. You will be prompted to reset your password. Once you have updated your password, click 'Update'. The system has now updated your account to reflect the change. You can now access the system.

1.4 Dashboard Overview

Upon login your default dashboard will appear.

The top part will have your 'Logout' button.

Underneath that you will see five tabs:

- ***Home*** – This will take you back to your dashboard
- ***About*** – Contains information about Part 810
- ***Contact*** – Who to contact if you need assistance
- ***FAQ*** – Commonly asked questions
- ***Exporters*** – Contains all exporters that are associated with this account. You can search, edit, and view their information here.

In the Middle of the page you will find your links to:

- ***Submit a request*** – This link allows you to open a new submission
- ***View request history*** – Here you can view submitted, completed, or draft submission.
- ***Edit user information*** – Here you can update your user profile and password information.

At the bottom you will have access to the following forms:

- ***Web Policy*** – This link contains information on our web policy.
- ***User Manual*** – This link contains this manual that you are reading.

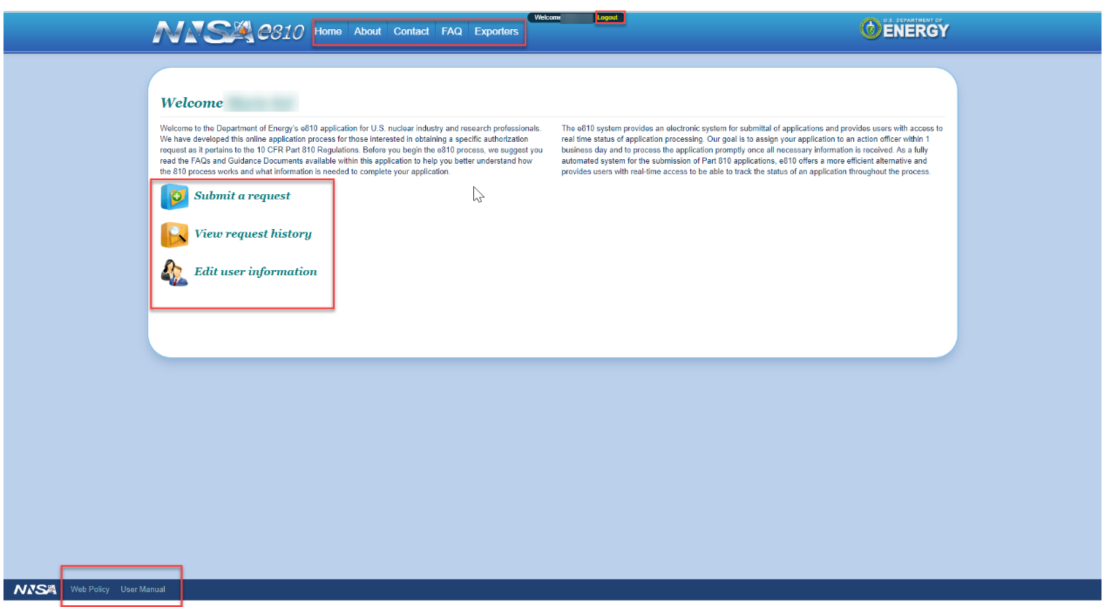


Figure 1-4 Home Page

1.5 Updating User Profile

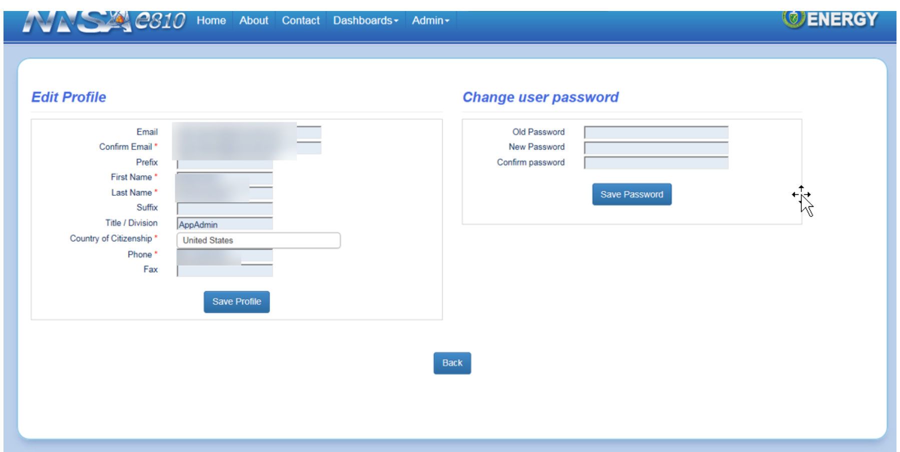
To update your user profile and password. Click on 'Edit user information.' link.

Figure 1-5 Home Page

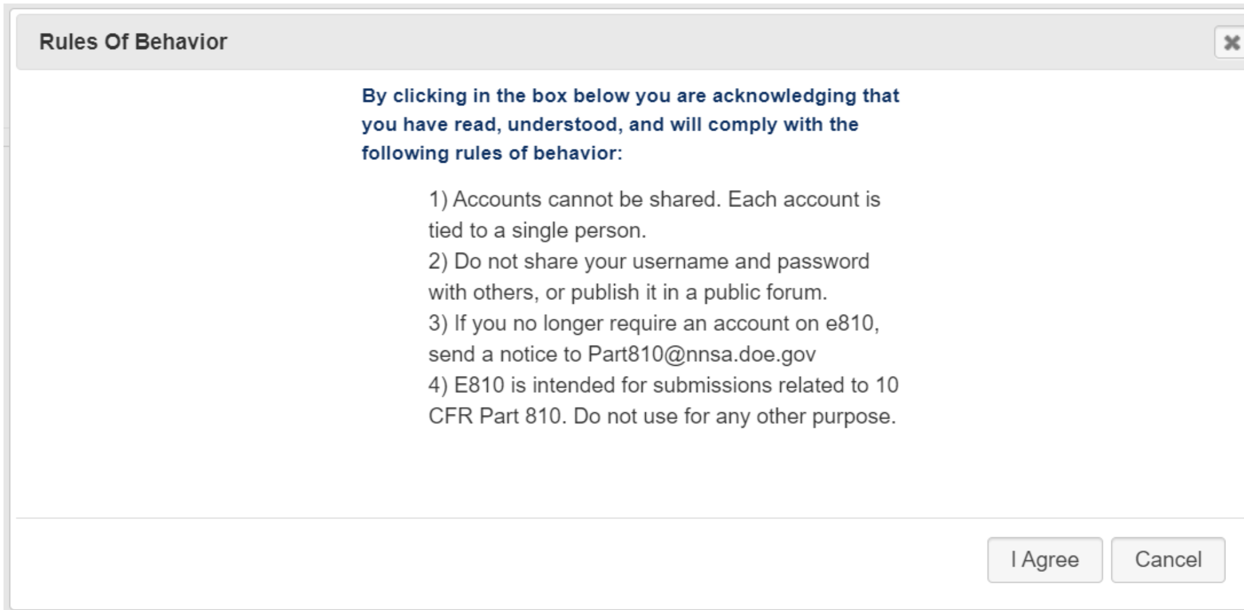
Next, you will be directed to the Edit Profile page.

Here the screen is split into two sections. You have your user information to the left of the screen and your password information to the right.

To update your profile, make your changes and click 'Save Profile'. Your page will refresh, and your account will now reflect the changes.



To the Right of the screen. You can update your password. On clicking the 'Save Password' button, a pop-up window will be displayed that shows the Rules of Behavior text. You will be required to acknowledge this request by selecting the 'I Agree' button. If you accept, the pop-up window will close and your password will be reset. If you select the 'Cancel' button, the pop-up window will close and your password will not be reset. Clicking on the 'X' is the same as clicking the 'Cancel' button.



To return to your Dashboard, click on the 'Back' button.

2.0 Exporter Roles

There are three different Exporter roles within the system: Exporter Manager, Exporter Coordinator and Outside Counsel. These roles are designed to allow exporters to limit users abilities within the system to see and/or modify aspects of applications, foreign entities and foreign nationals.

Exporter
Exporter is an individual, company, or entity that is filing the submission.

Exporter Manager
An Exporter Manager is an individual who assists with managing the submissions for the exporter.

Outside Counsel
Outside counsel can be but is not limited to a legal perspective. They can manage multiply exporters at once. They will also be able to review and submit on behalf of the exporters.

The table below shows the relationships:

Function	Exporter Manager (EM)	Exporter Coordinator (EC)	Outside Counsel (OC)
Invite users to Exporter	X		
Assign roles to Team members	X		
Create Foreign Entities	X	X	
Create Foreign Nationals	X	X	
Create Submissions	X	X	
Edit Submissions, including associated Foreign Entities and Nationals	X	X	X
Submit Requests	X	X	X

3.0 Account Administration

This section reviews the functions within the Exporters option.

1. Click on the Exporters link (

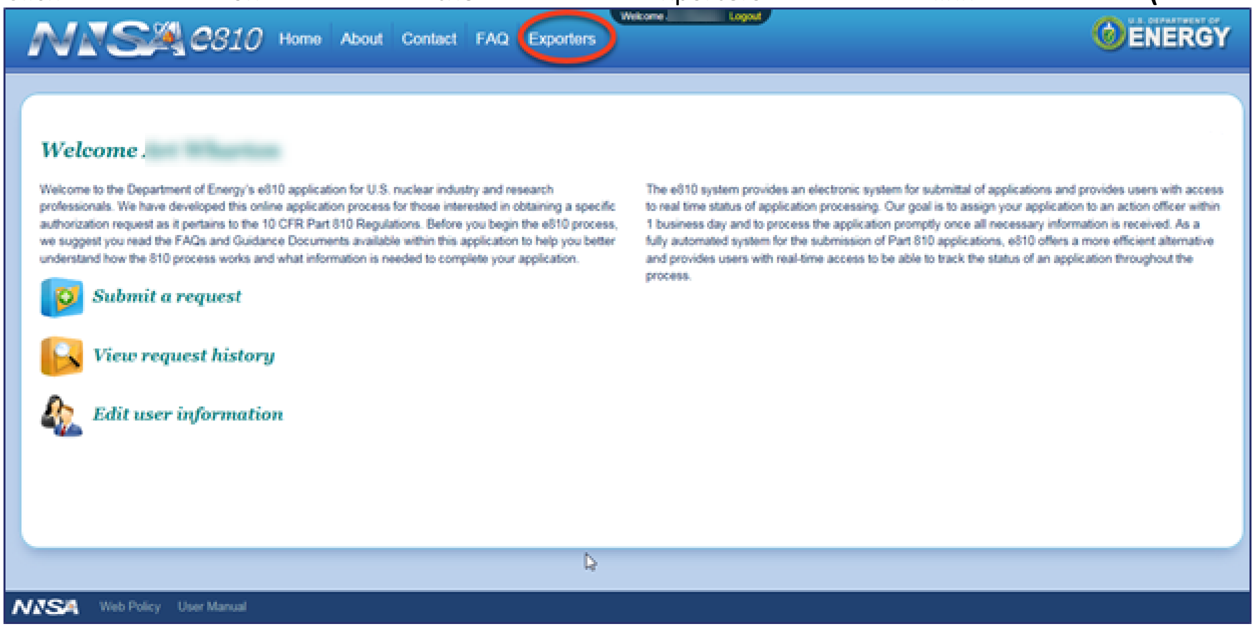


Figure 0-1).

2. On the Exporters Screen (

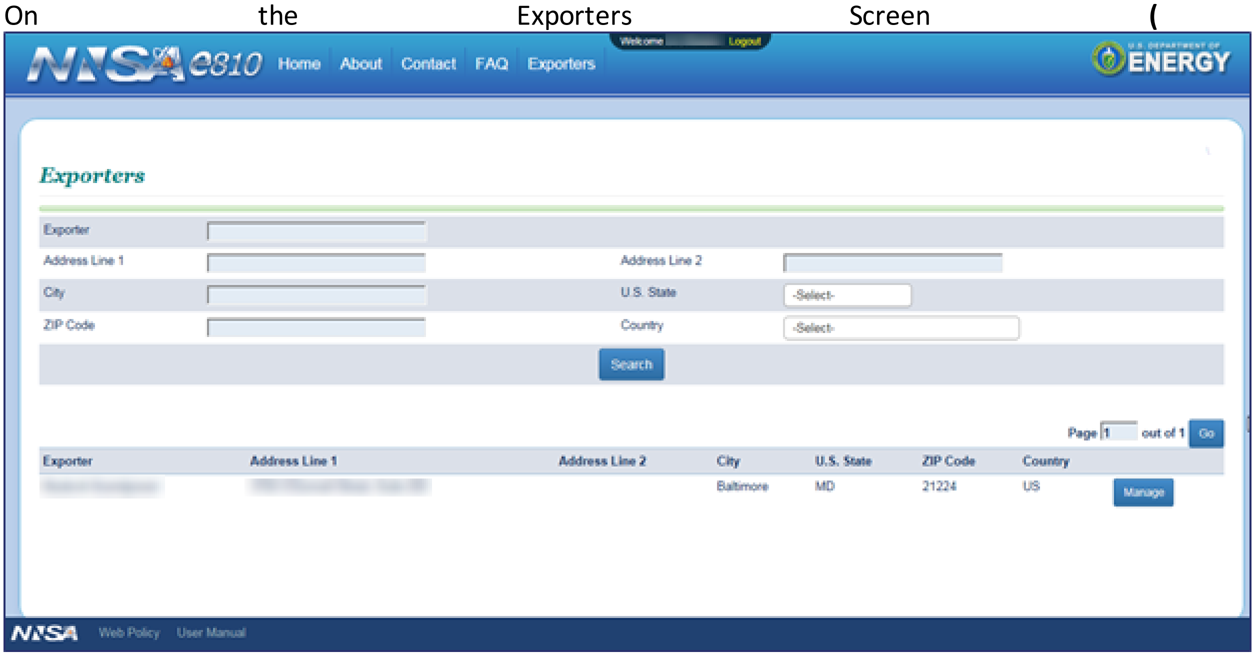


Figure 3-2: Exporter Summary Screen), you will see all of the Exporters to which you are a member.

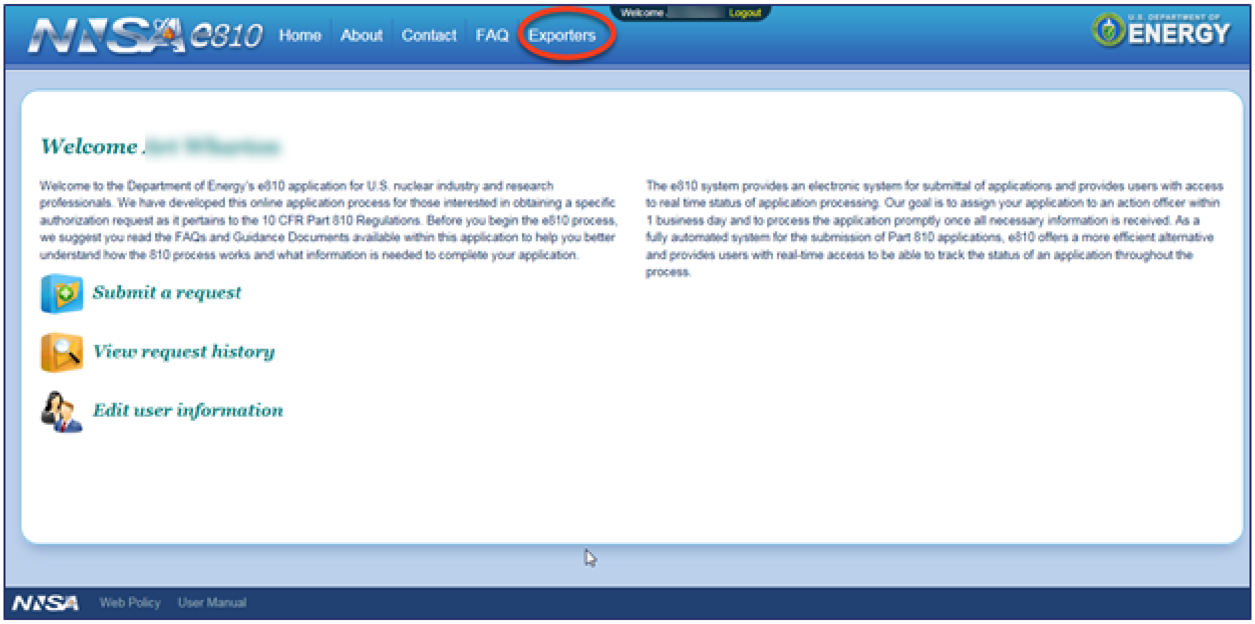


Figure 0-1: Home Page with Exporters Option Highlighted

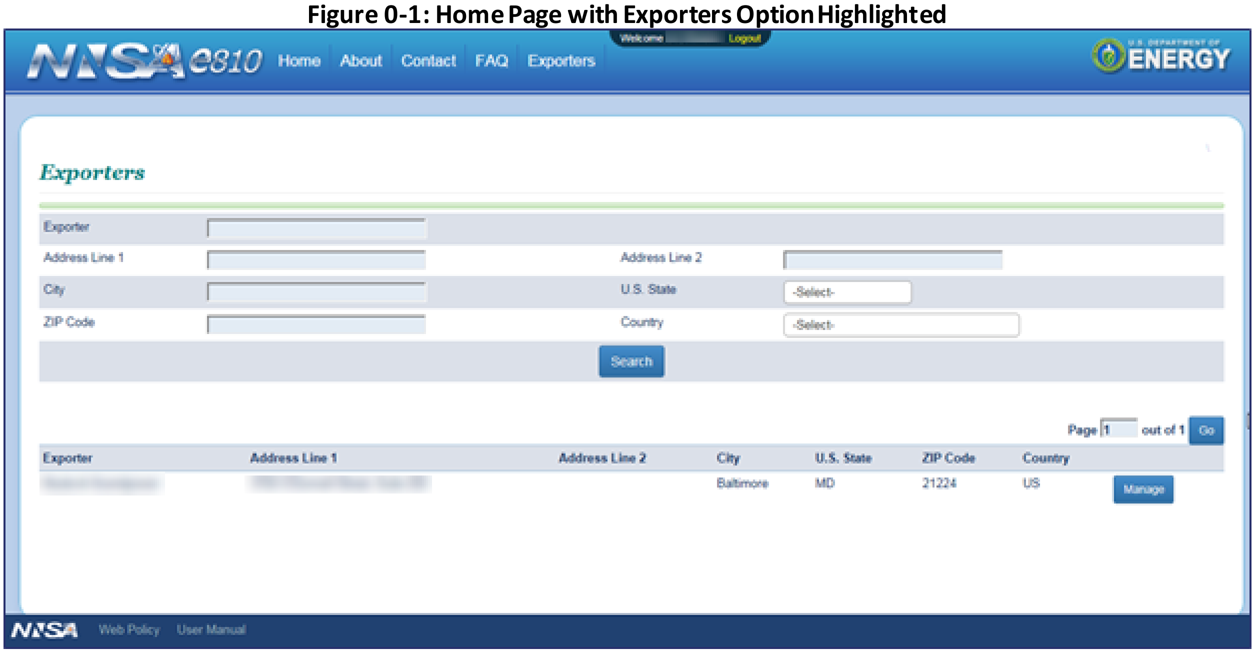


Figure 3-2: Exporter Summary Screen

The Exporter summary screen allows the user to search of a specific Exporter by any of the fields at the top of the screen.

3.1 Viewing Exporters

- To view the Exporters information, click on the Exporters tab link (

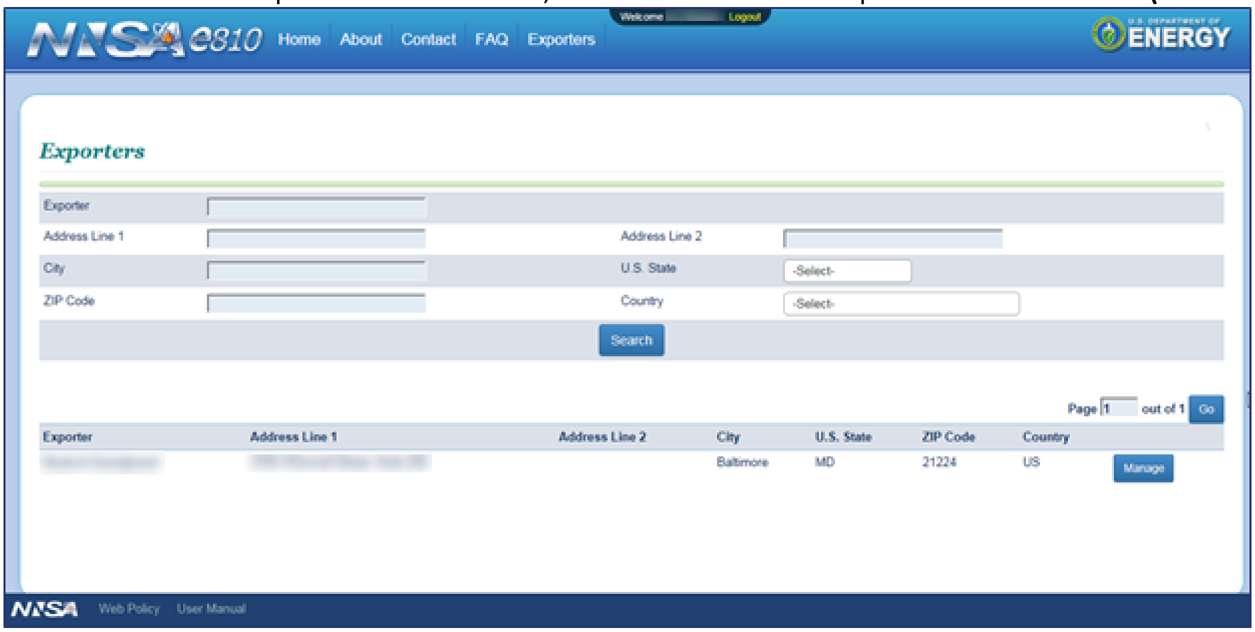


Figure 3-2: Exporter Summary Screen1) and the Exporters screen comes up (

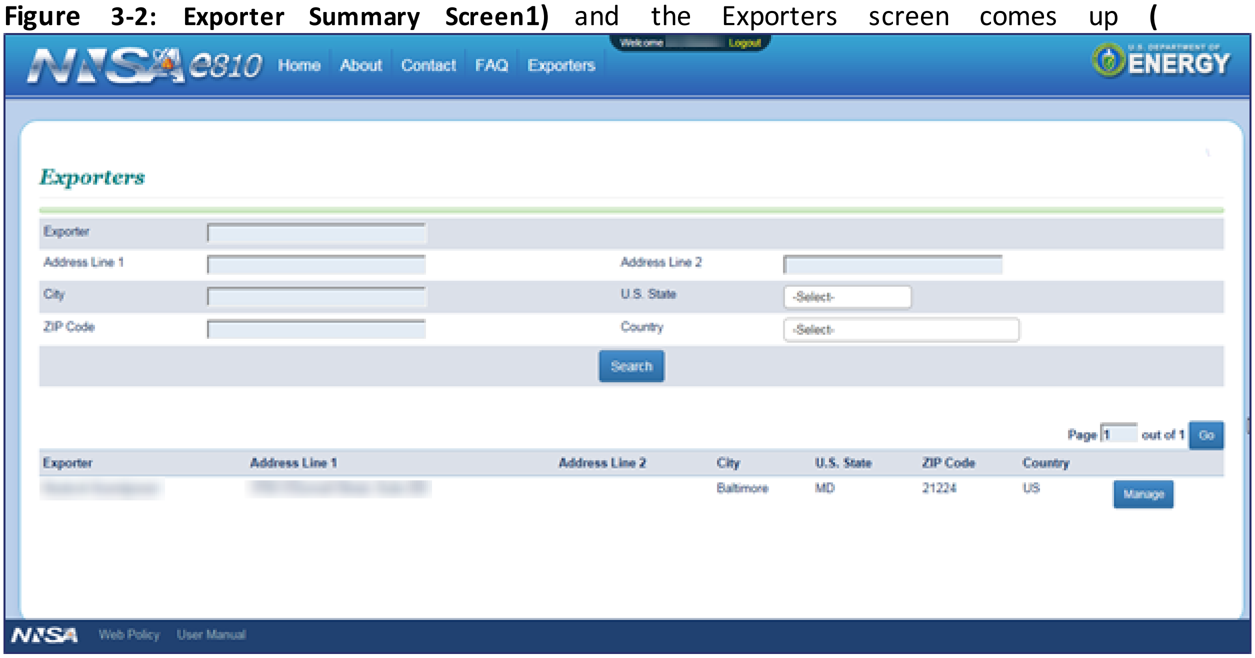


Figure 3-2: Exporter Summary Screen2).

Click on 'Manage' button in (

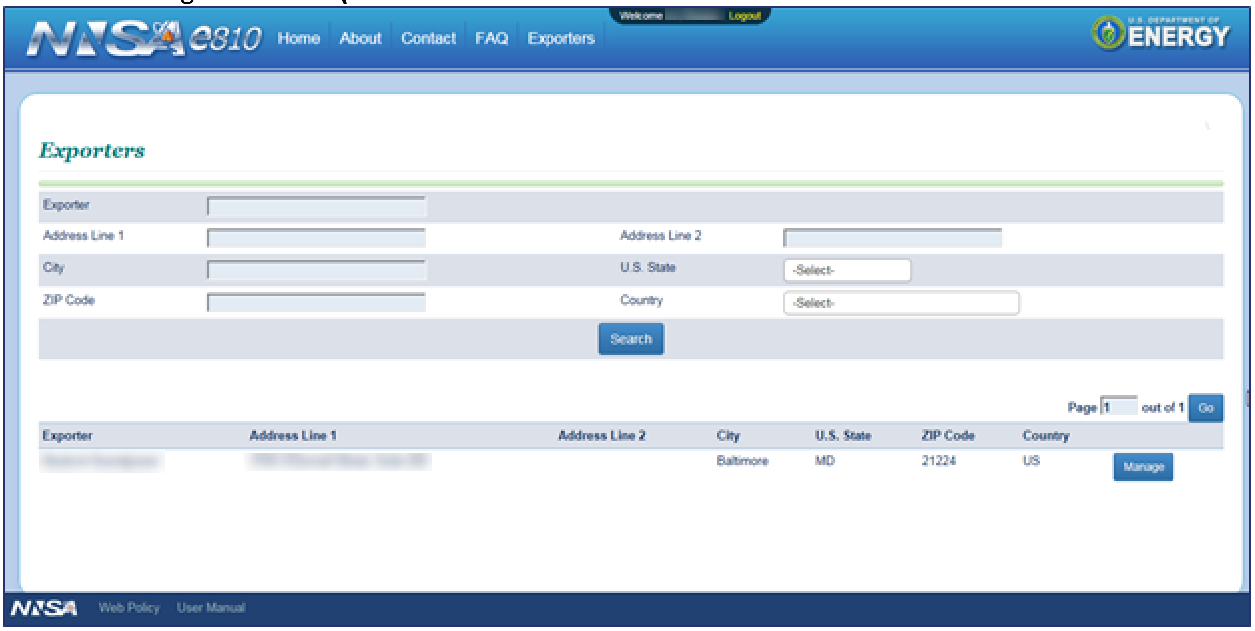


Figure 3-2: Exporter Summary Screen2), depending on the users role on the Exporter Details screen (

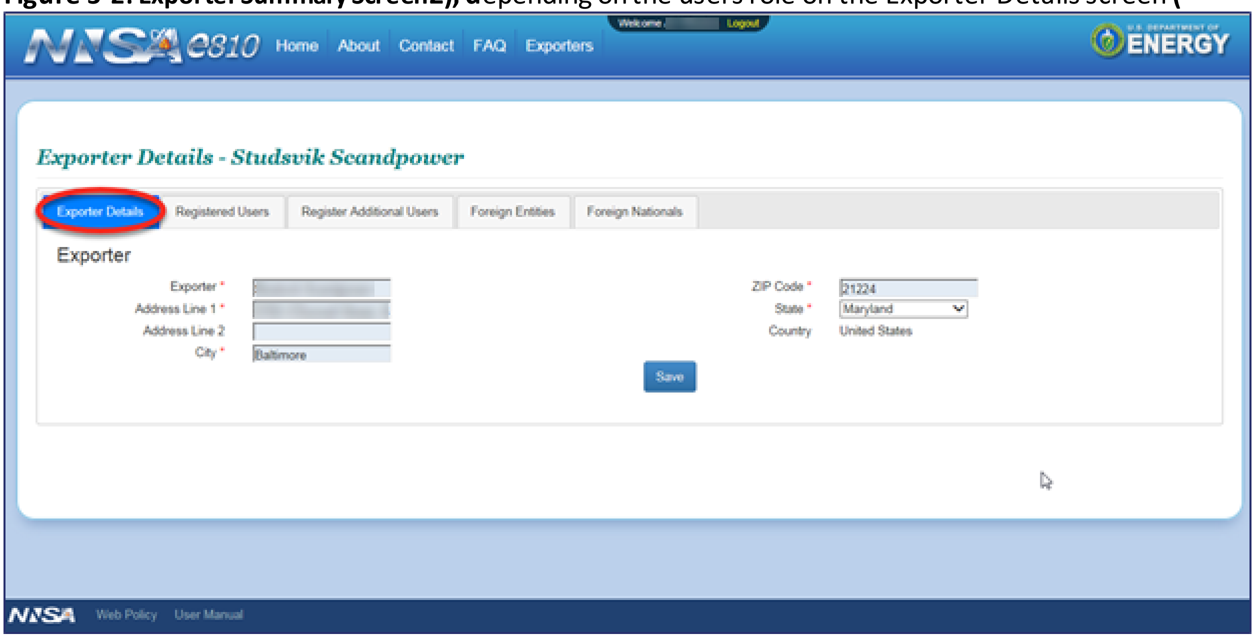


Figure 0-33) different amount of details are available. Exporter Manager can view all the tabs in (

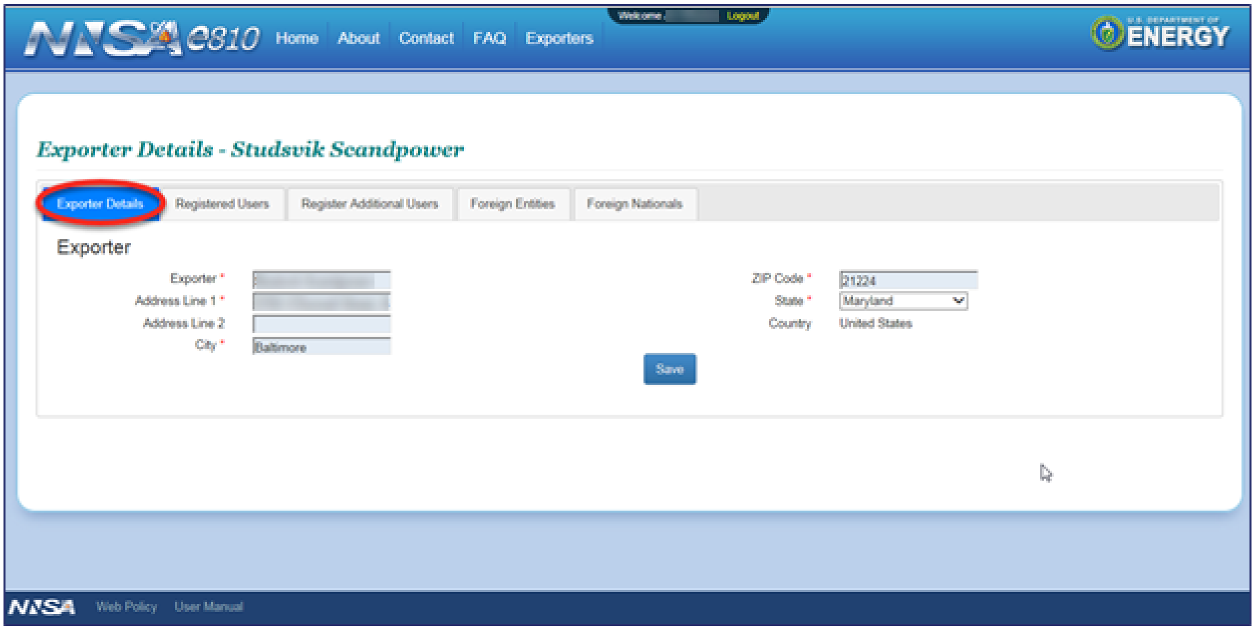


Figure 0-33). Exporter Coordinator does not see the “Register Additional Users” tab and Outside Counsel can see only the Exporter Details tab.

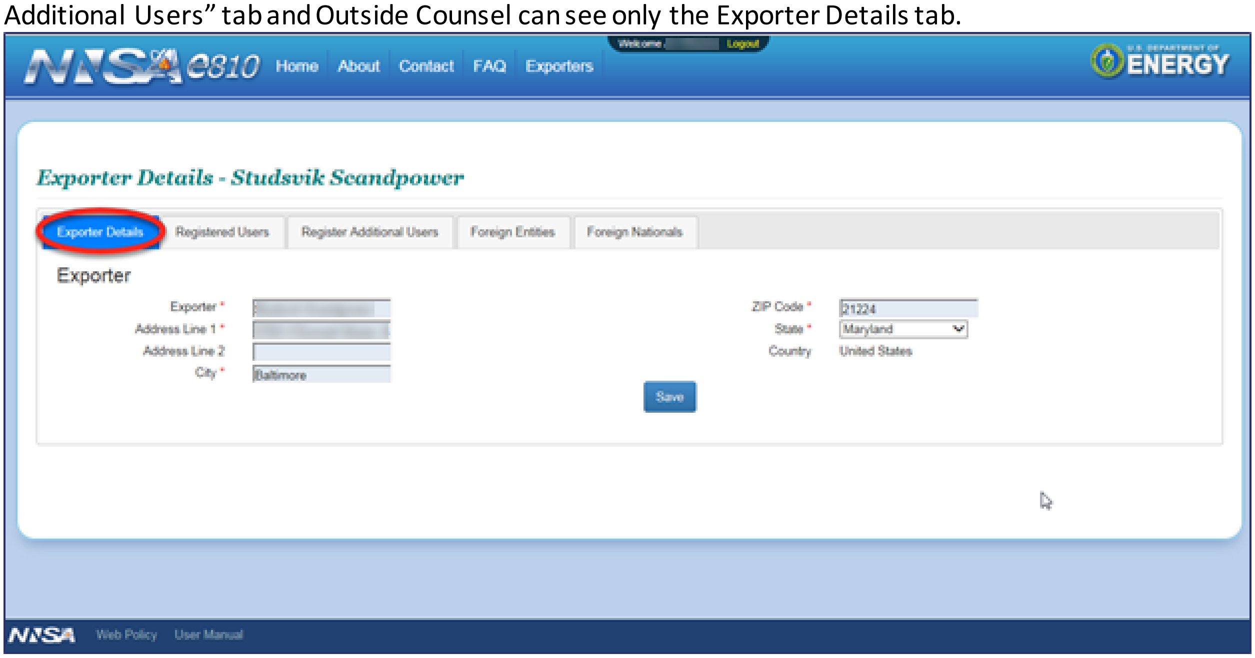


Figure 0-3: Exporter Details Screen

3.2 Managing Registered Users

Exporter Managers and Coordinators can view and manage existing Registered Users in the Exporter:

Click the Registered Users tab to view the users that are not only registered in the system, but also are associated with your account (

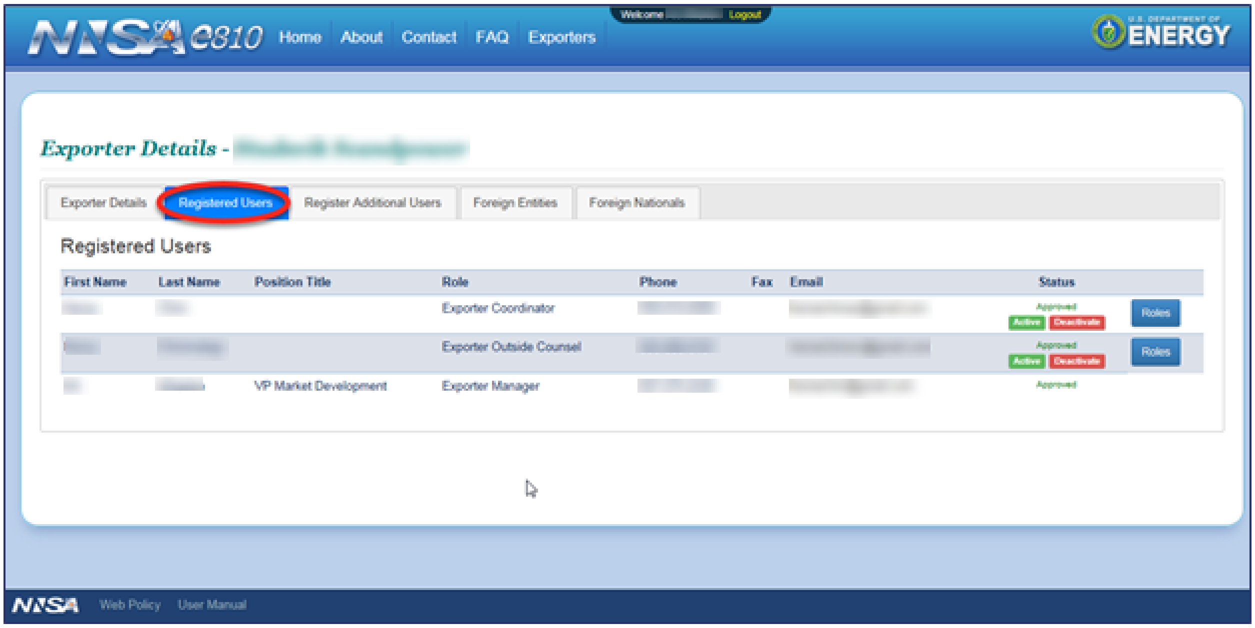


Figure 0-42). Export Managers can activate or deactivate Registered Users. Export Co-coordinators do not have that option.

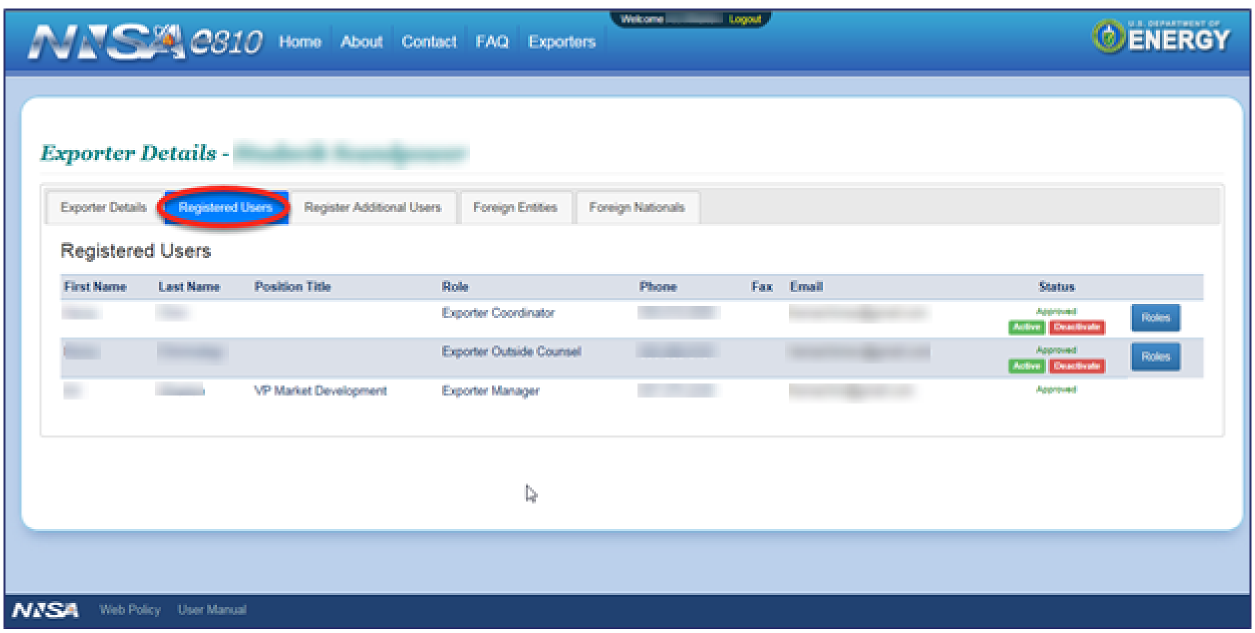


Figure 0-42 Registered Users Screen

3.3 Adding Additional Users

Exporter Managers can add additional users to the exporter team.

1. Click on the Register Additional Users tab.
2. Complete the two e-mail fields to register a new user (

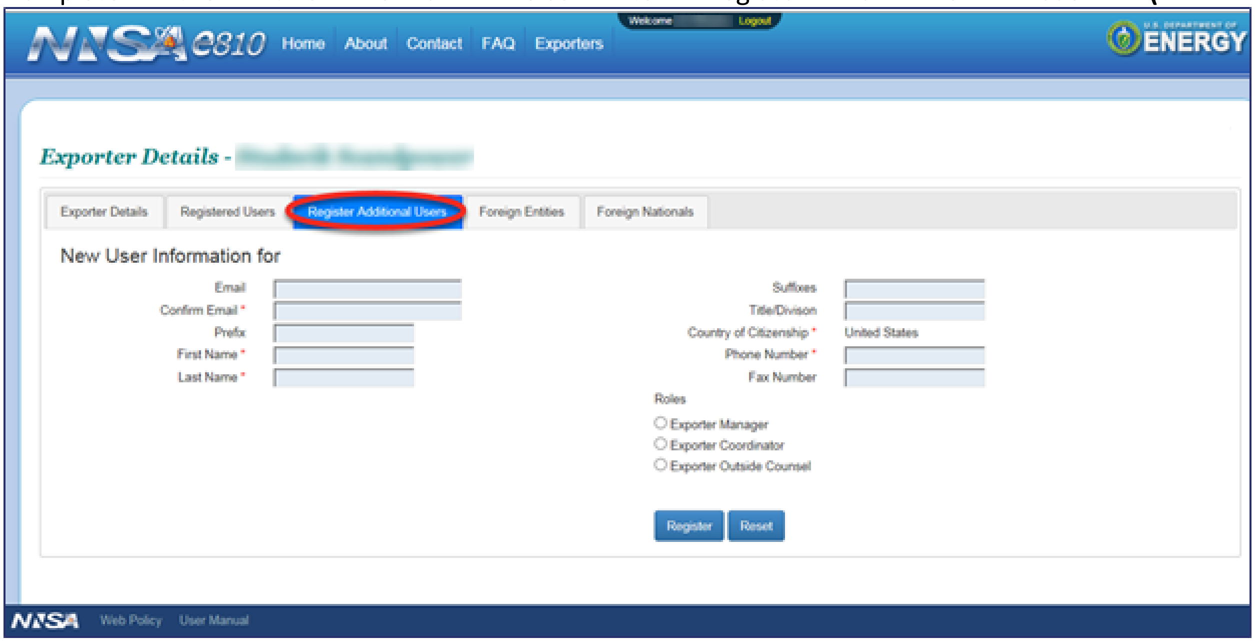


Figure 0-).

   a. If the e-mail is associated with a current system user, the remaining fields are greyed out and are not filled in.
   b. If the e-mail is not already in the system, the additional information is requested to set up a basic account for the new user.
3. Select an appropriate role based on the permissions described in Section Error! Reference source not found..
4. Click the Register button.

If the user is completely new to the system, they will receive an email stating that they have been added to the system and will provide a temporary password. If the user already exists in the system, then they will receive an email stating that they have been associated with your exporter.

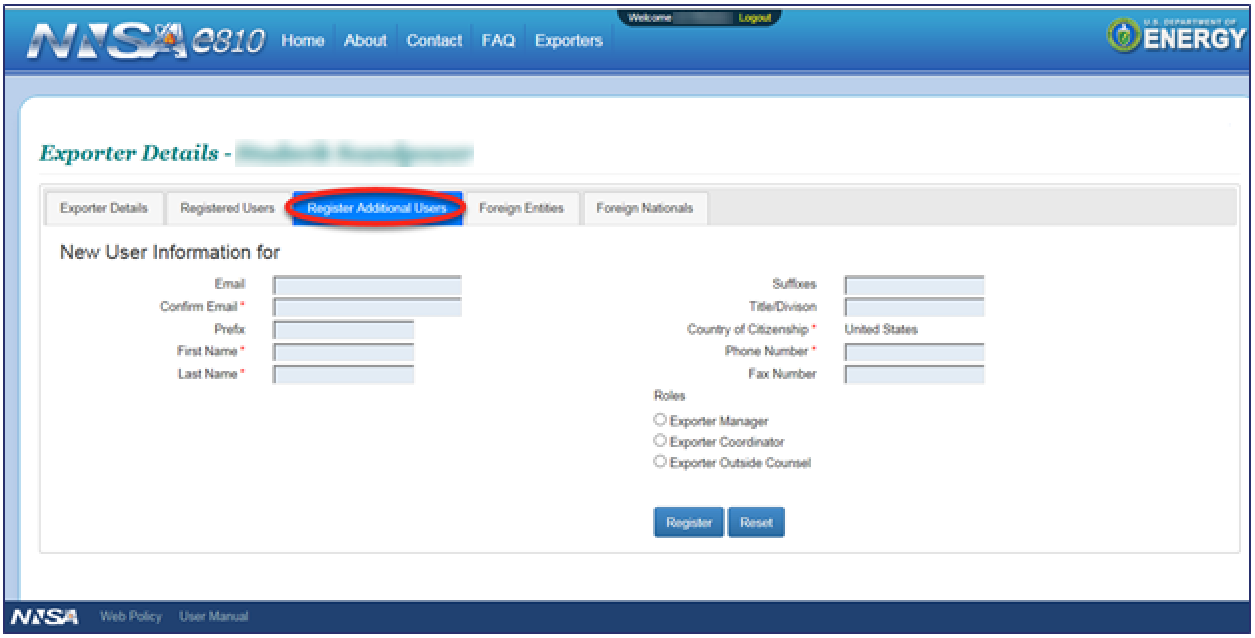


Figure 0-5: Register Additional Users Screen

3.4 Managing Foreign Entities

Foreign entities can be pre-loaded into the Exporter without association to a specific request. Exporter Manager and Coordinators can create the basic information needed for foreign entities and then add them to requests later. These entities can be revised until they are associated with an active request. Because the request can become a permanent record and data integrity must be maintained while processing requests, foreign entity information must be locked once it is associated with a submitted request. If an entity is associated with more than one request, similar locking occurs to prevent confusion between requests.

- Click on the Foreign Entities tab.

A list of current Foreign Entities appears (

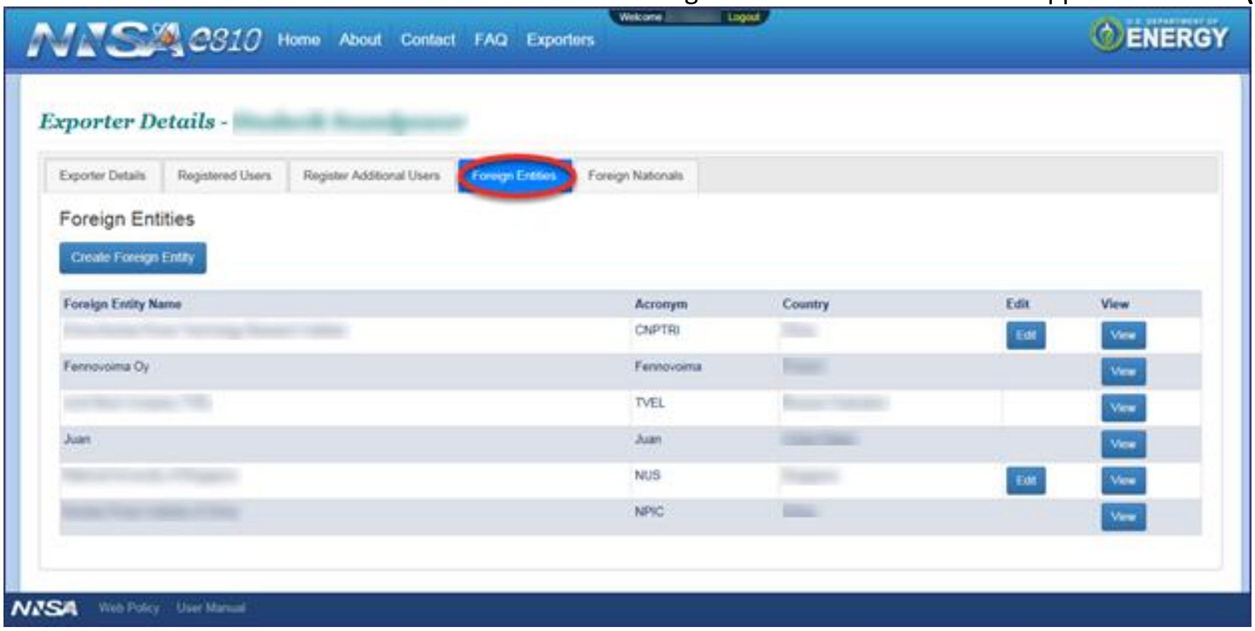


Figure 0-). This page allows the user to create new foreign entities, review a list of current foreign entities, view the details for any Foreign Entity and edit the details of Foreign Entities that are not locked.

The Foreign Entities tab

1. Click on "Create Foreign Entity" button to create a new Foreign Entity. Click "Edit" next to a Foreign Entity you wish to modify
2. Complete or modify information on the form in (

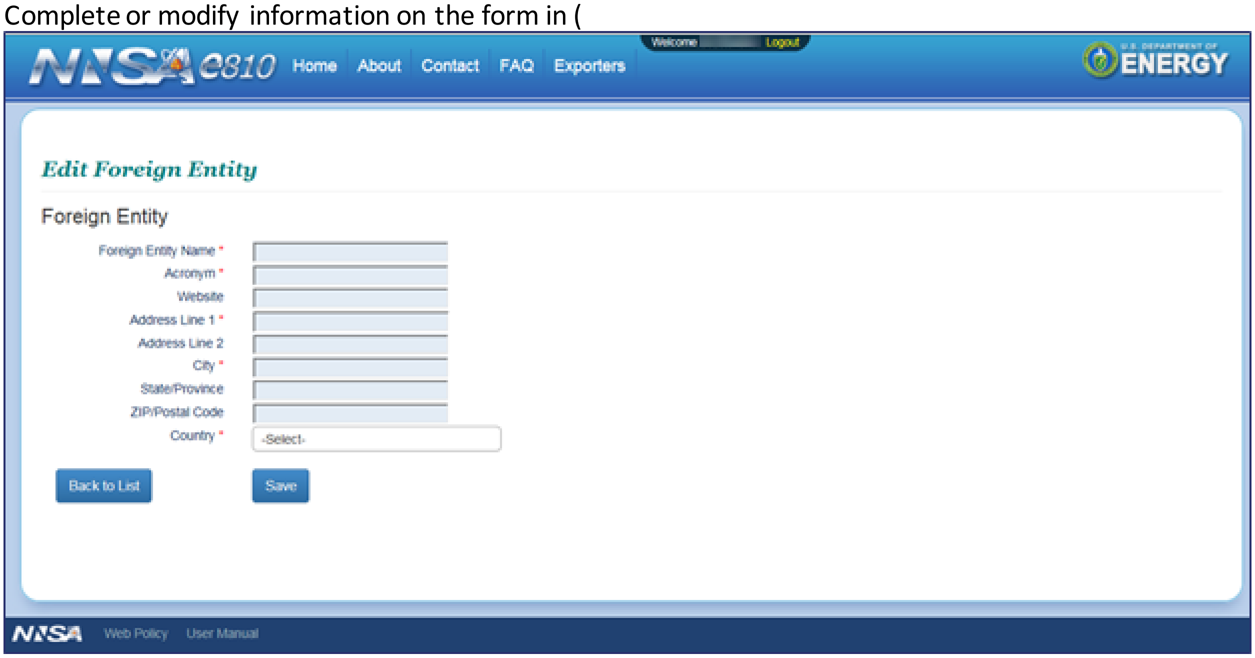


Figure 0-).

3. Click the Save button to save the foreign entity to your company or click the Back to List button to cancel the action and return to the Foreign Entities screen.

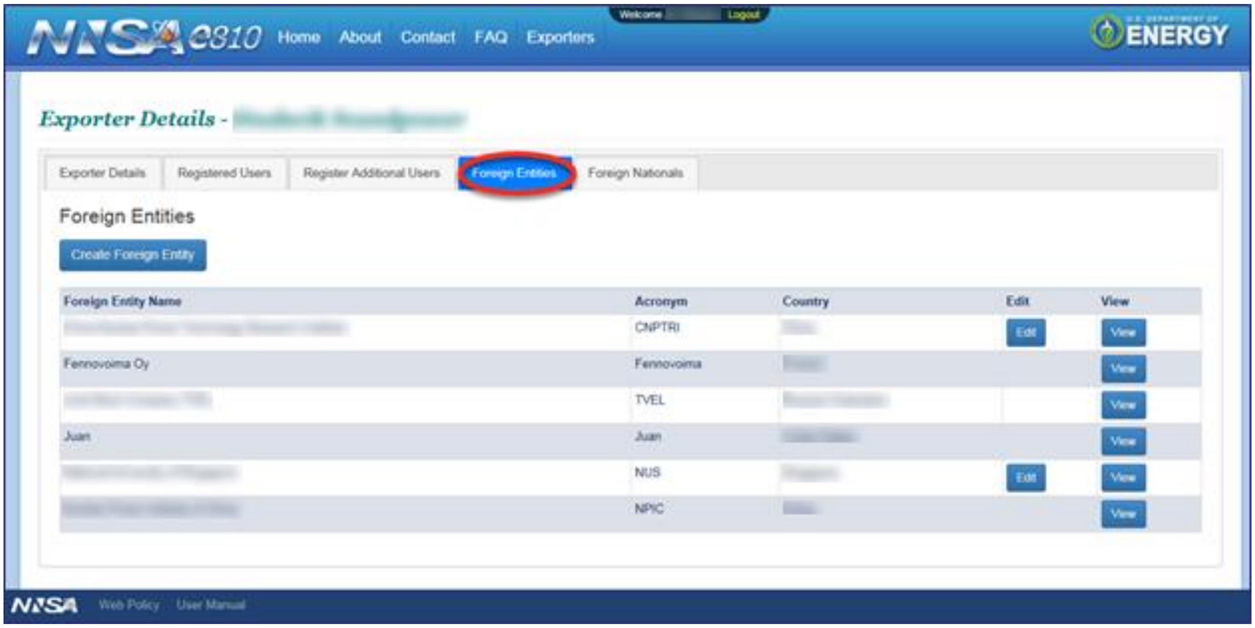


Figure 0-6: Foreign Entities Tab

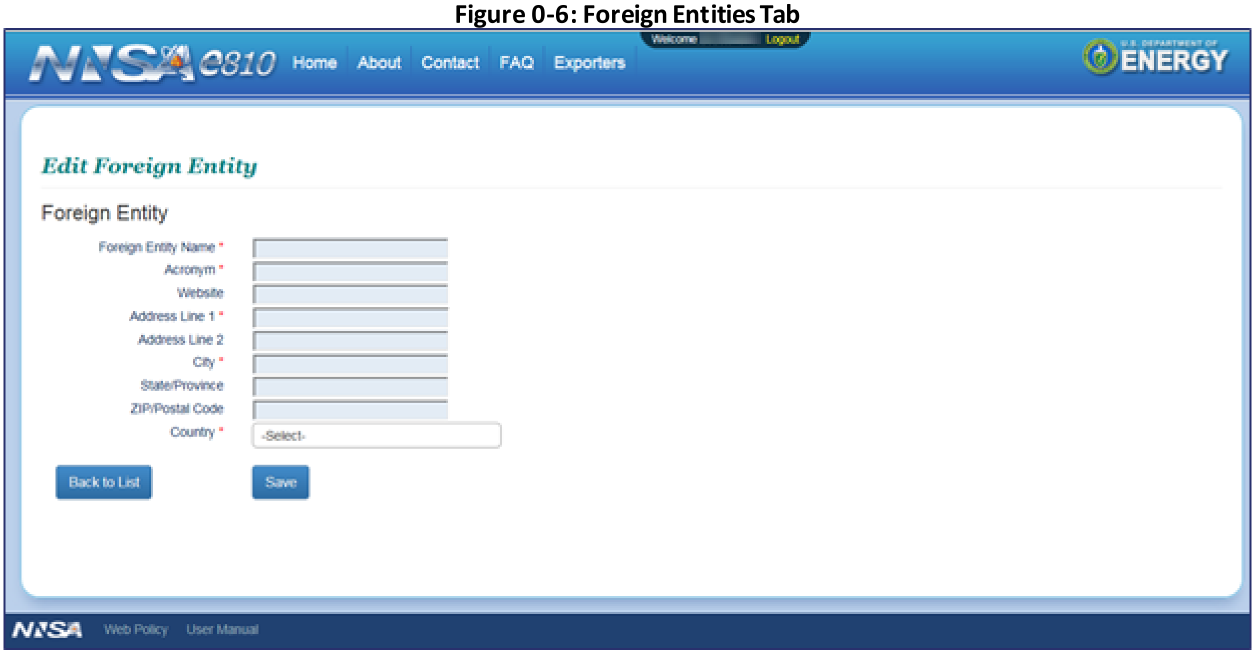


Figure 0-7: Create Foreign Entity Screen

3.5 Managing Foreign Nationals

Foreign National entities can be pre-loaded into the Exporter without association with a specific request. Exporter Manager and Coordinators can create the basic information needed for foreign nationals and then add them to requests later. These foreign nationals can be revised until they are associated with an active request. Because the request can become a permanent record and data integrity must be maintained while processing requests, foreign nationals information must be locked once it is associated with a submitted request. If a foreign national is associated with more than one request, similar locking occurs to prevent confusion between requests.

- Click on the Foreign Nationals tab.

A list of current Foreign National appears **(Figure 3-8)**. This page allows the user to create new Foreign Nationals entities, review a list of current Foreign Nationals, view the details for any Foreign National and edit the details of Foreign National that are not locked.

The Foreign Nationals tab

1. Click on "Create/Select Foreign National" button to create a new Foreign National. Click "Edit" next to a Foreign National you wish to modify.
2. Complete or modify information on the form in (**Figure 3-9**).
3. Click the Save button to save the Foreign National to your company or click the Back to List button to cancel the action and return to the Foreign National screen.

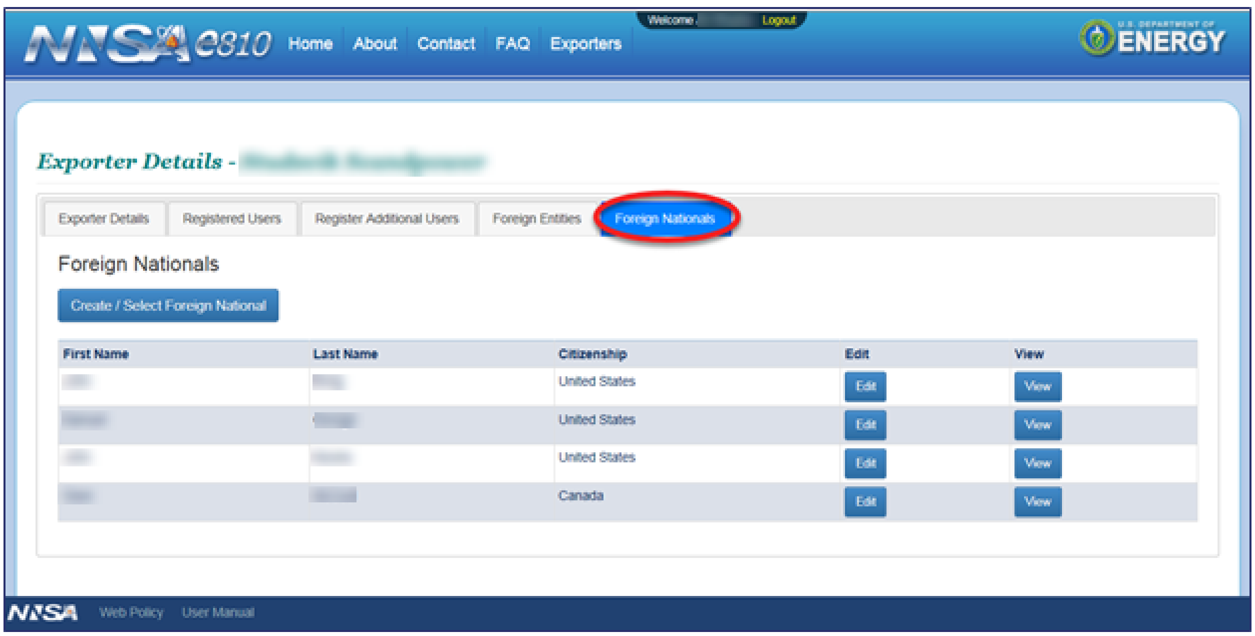


Figure 3-8: Foreign Nationals Tab

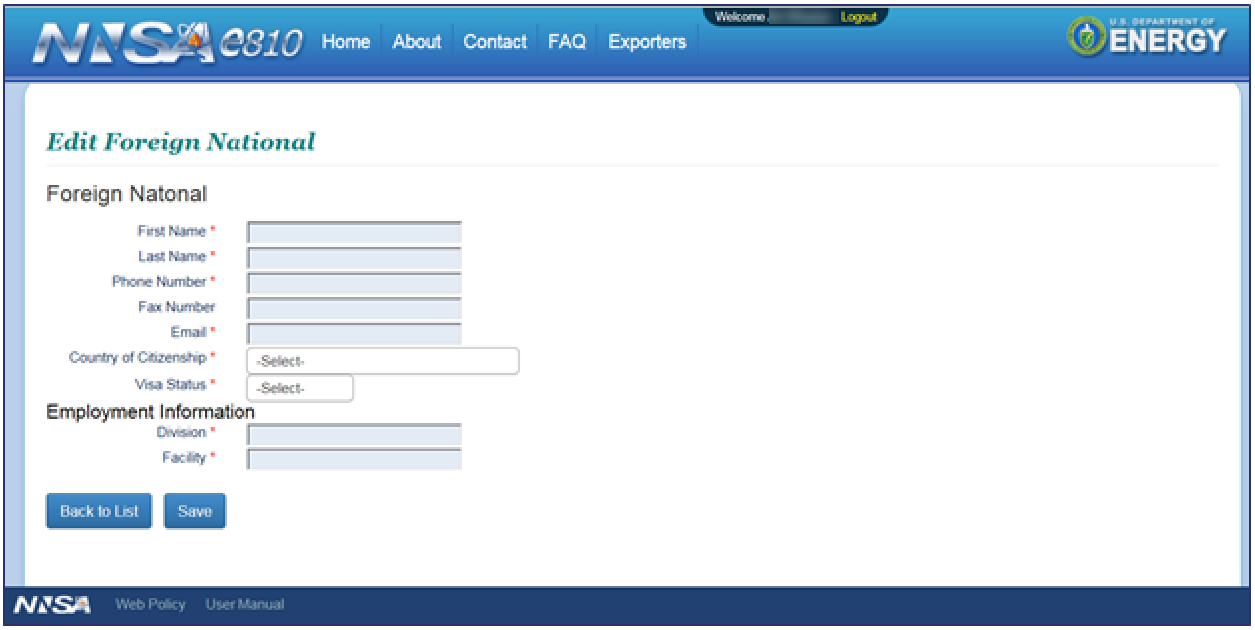


Figure 3-9: Create Foreign National Screen

3.6 Managing Accounts

1. When exporter account managers learn that an account is no longer required (e.g. when users are terminated or transferred, when individuals information system usage or need to know changes), the exporter account manager shall disable or modify the account in the system.
2. The exporter account manager will also conduct a review of users under their purview at least once every 12 months to determine if accounts are no longer required (e.g., because a user has been terminated or transferred, or because individual information system usage or need-to-know changes).
3. The Part 810 team will also send annual e-mail reminders to all users on this requirement.

4.0 Submissions

In this section, you will learn how to submit various request types to the e810 Licensing System. The e810 Licensing System is designed as a series of scripts that take the user through these requests in a structured way. Many screens are similar for the various requests.

All requests required at a minimum a signed official request document to be uploaded.

The e810 Licensing System allows you to make the following types of requests:

- General Authorization Reporting (810.6(a)).
- General Authorization – Operational Safety (810.6(c)).
- General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)).

- Request for Determination (810.5).
- Specific Authorization Request (810.7).
- Specific Authorization Request, Deemed Export (810.7).

Each request type requires information specified in Part 810 or that is useful for processing the request. As you navigate through submission, you will be prompted to provide the information in structured fields. Many fields are selections or check boxes, a few require some text entry.

To begin a Request:

1. Click on “Submit a request” on the Home Page. **(**Error! Reference source not found.**)**
2. Select the Exporter for which the Request is being made.

Note: Outside Counsel cannot create NEW requests for exporters. This limitation is to protect the Exporters data.

4.1 General Authorization Reporting (810.6(a))

For General Authorization Reporting, the following information is required:

- Foreign Entity or Entities included in the report.
- Application Team – Team Members.
- Transactions – Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization Reporting (810.6(a)) using the dropdown list. **(Figure 4-1)**
2. Click the Next button.

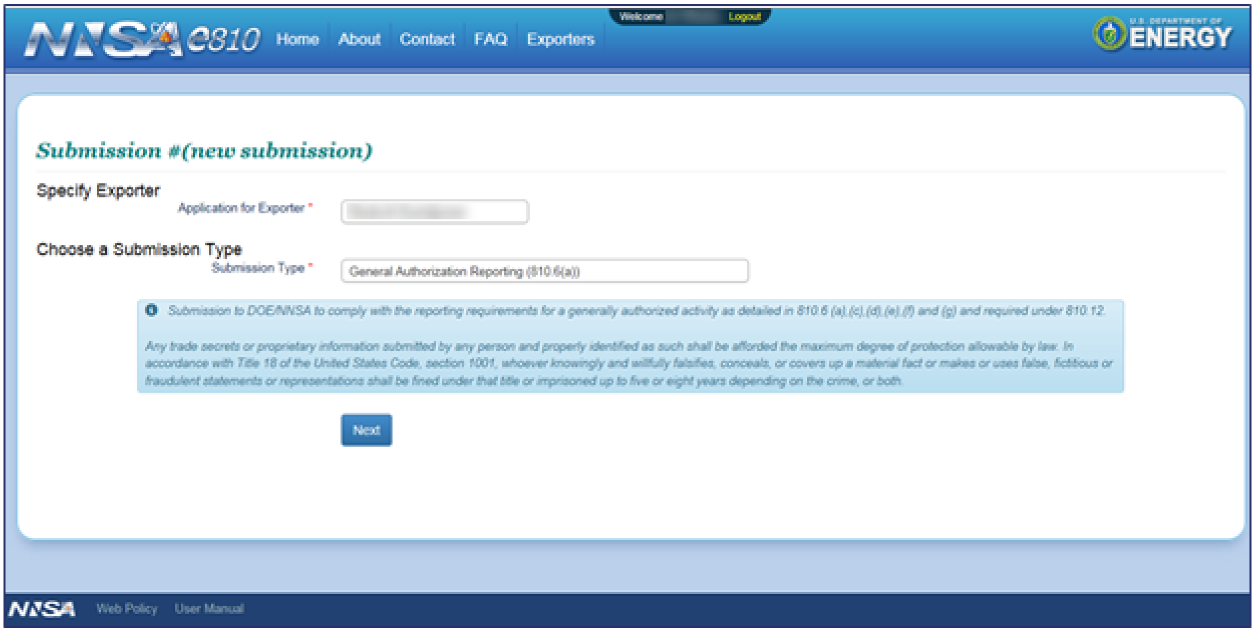


Figure 0-1: General Authorization Start Screen

4.1.1 Foreign Entity

On this screen (

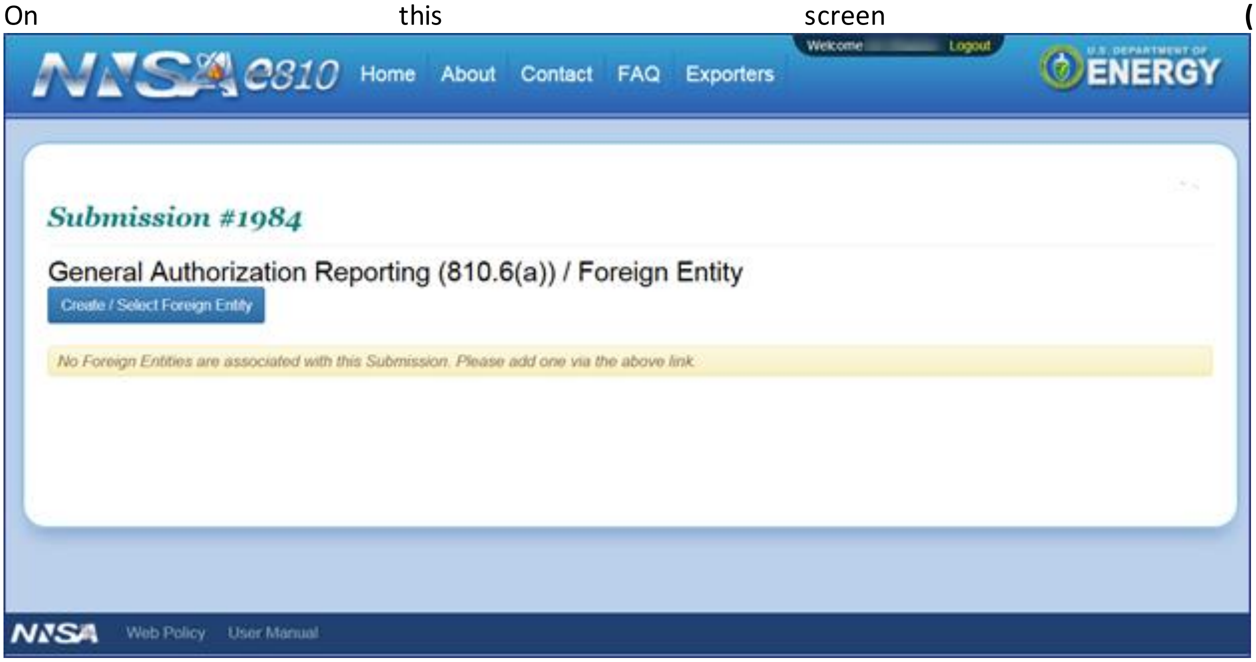


Figure 0-2), you will select or add the foreign entities that are part of this request. Managing Foreign Entities for General Authorization is the same process as is covered in Section 0. Adding an Existing Foreign Entity is accomplished by clicking on the "Use Existing Foreign Entity" from the dropdown list and click Save button (

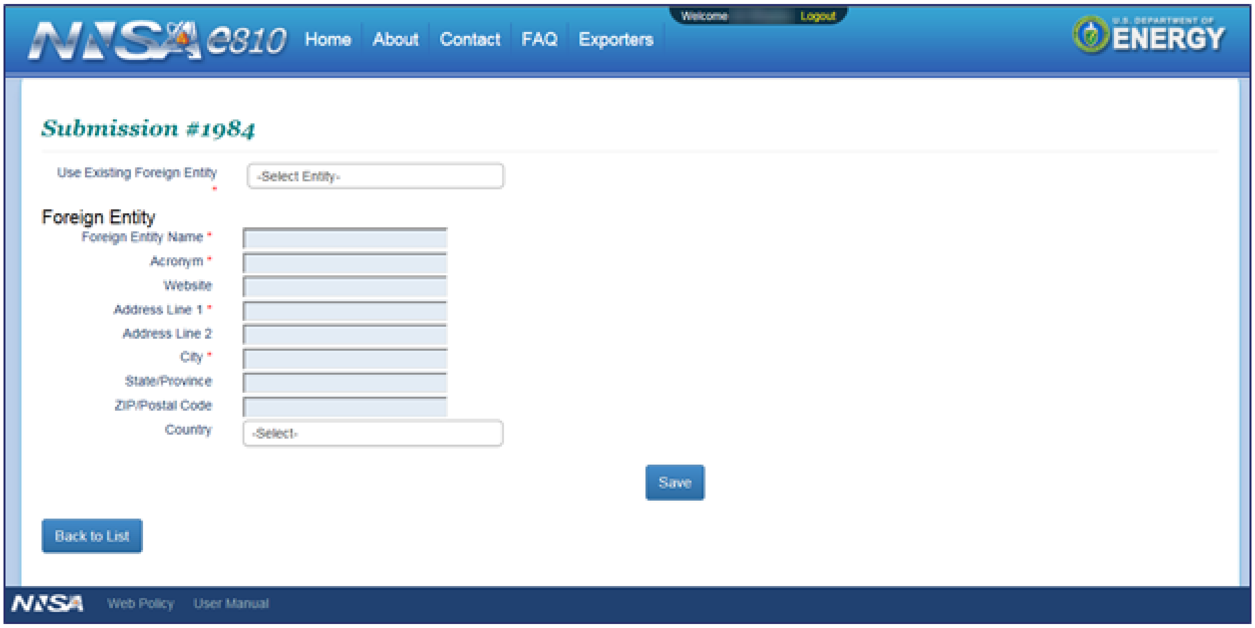


Figure 0-3).

To create a new foreign entity/entities:

1. Click the Create/Select Foreign Entity link (

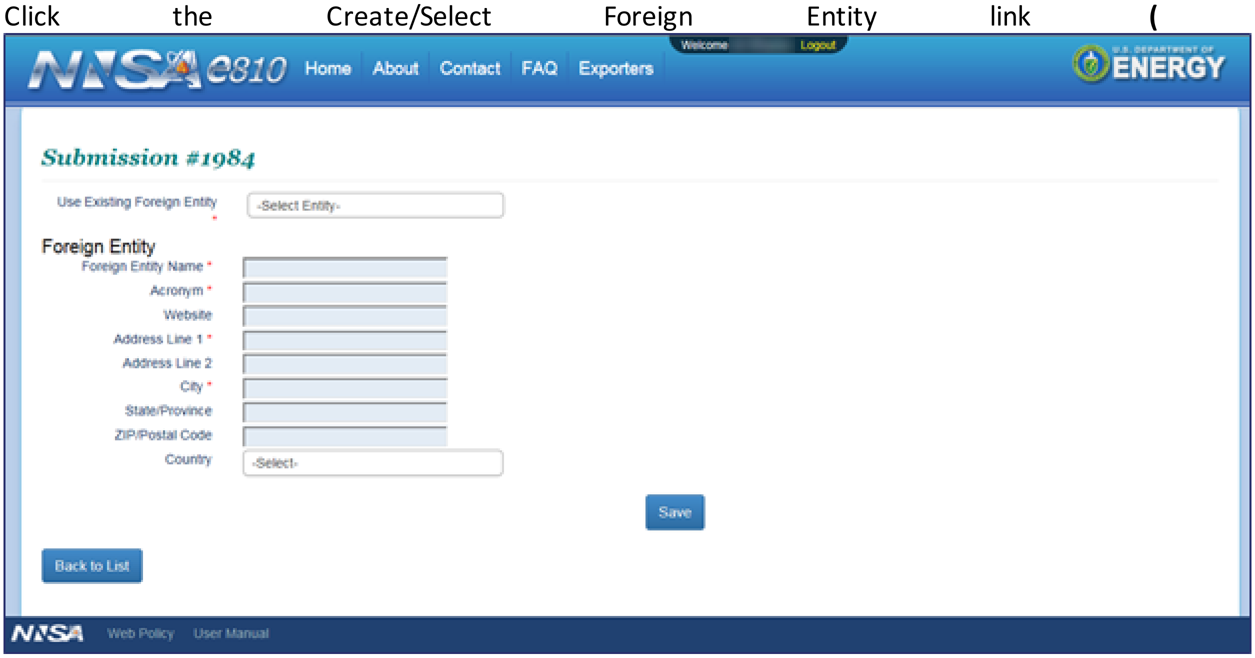


Figure 0-32).

2. Complete the fields in the Create Foreign Entity screen (

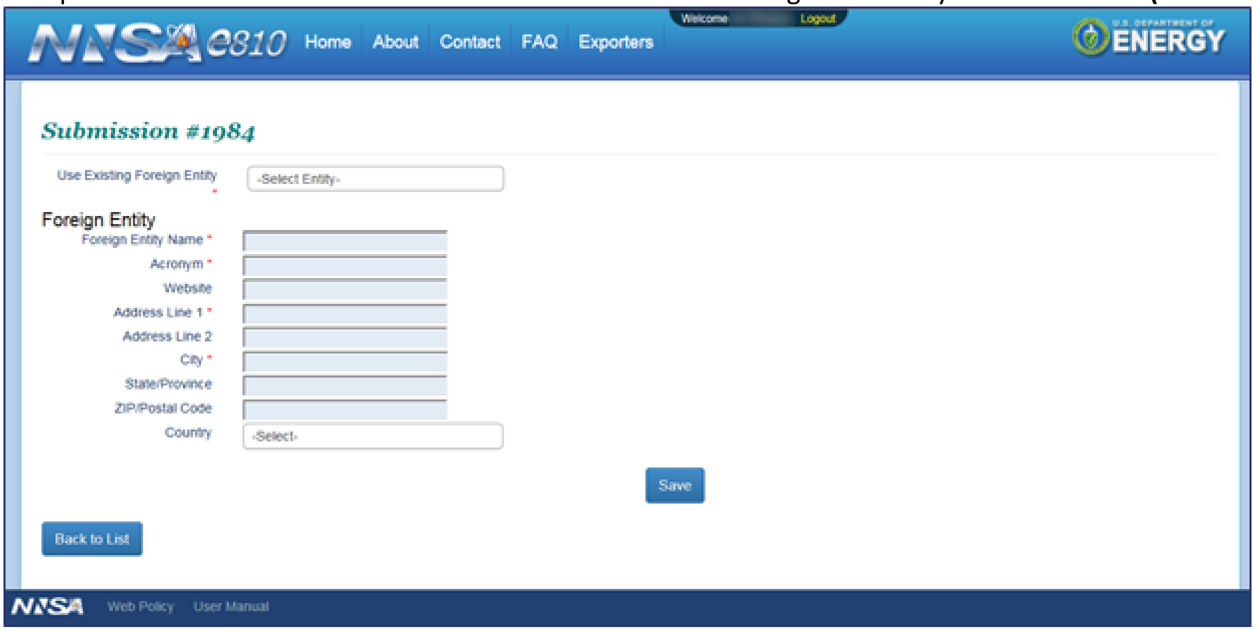


Figure 0-3).

3. Click Save button.

As an alternative, you may choose to select an exisitng foreign entity from the Existing Foreign Entity dropdown list **(Figure 4-3)**.

1. Click the "Create/Select Foreign Entity" link **(Figure 4-2)**.
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity **(Figure 4-4)**.

Once a Foreign Entity has been added to the General Authorization Report request, the screen changes to allow the user to move to the next step (

Figure 0-4).

Figure 0-2: Create New Foreign Entity

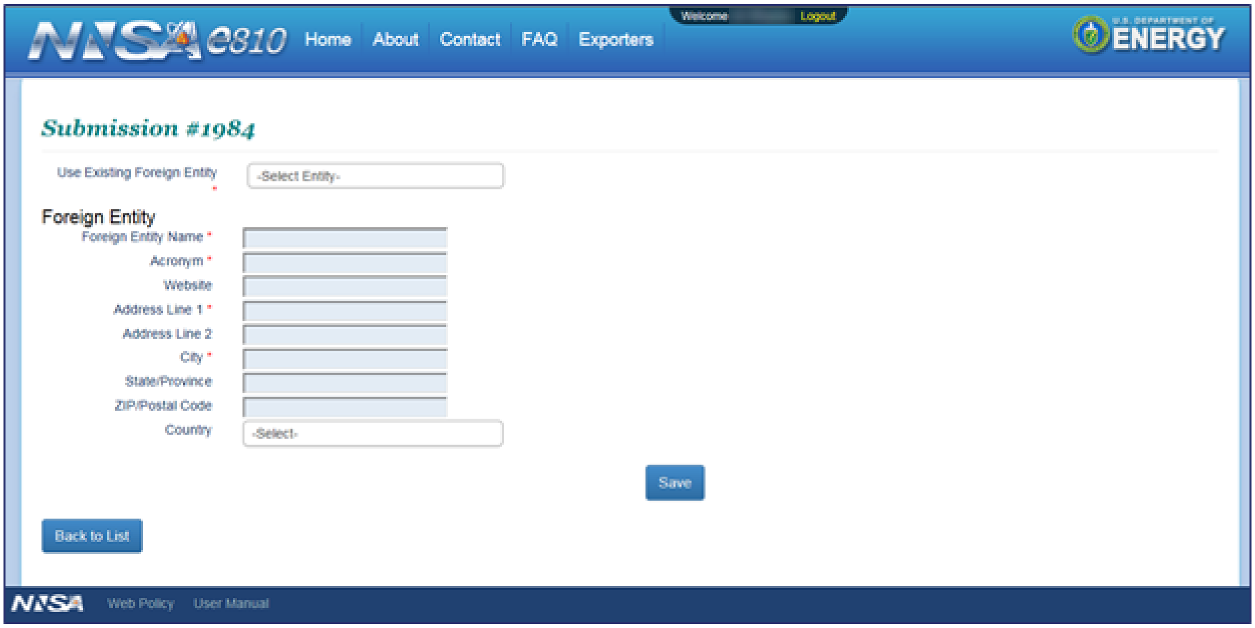


Figure 0-3: GA Create/Add Foreign Entity

Figure 0-4: Populated Foreign Entity Screen

4.1.2 Application Team

This screen will allow you to choose the application team for the request. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen (

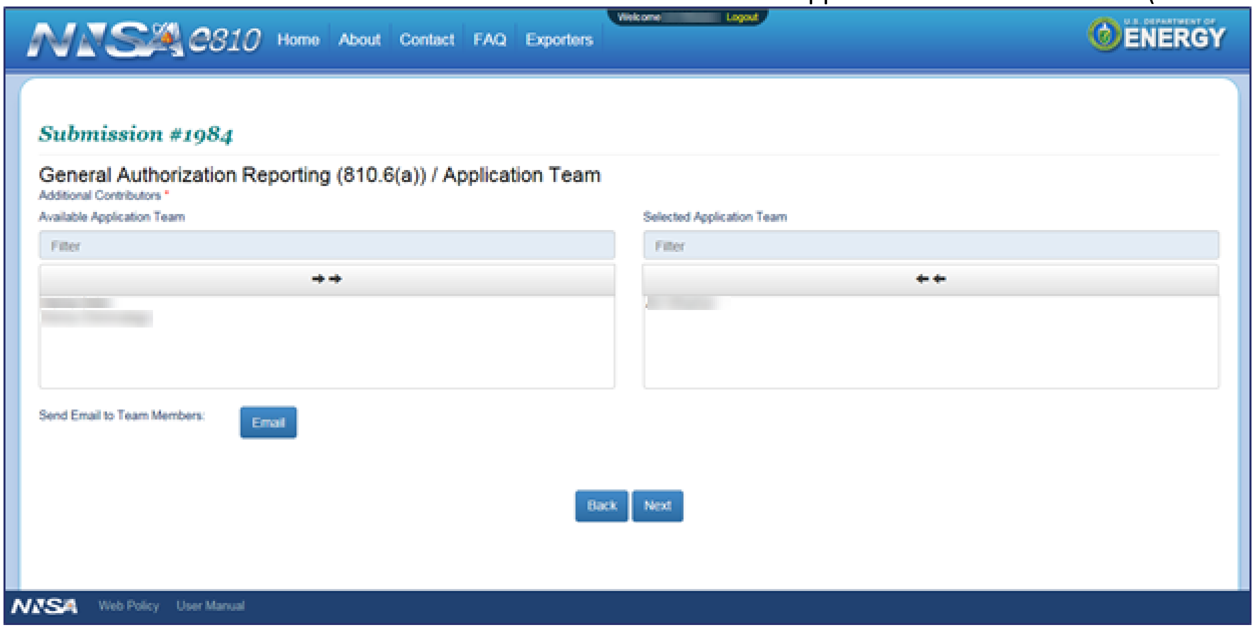


Figure 0-5). The names are people who have accounts associated with the company you are making the request for.

2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the "E-mail" button.
4. Click "next" after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

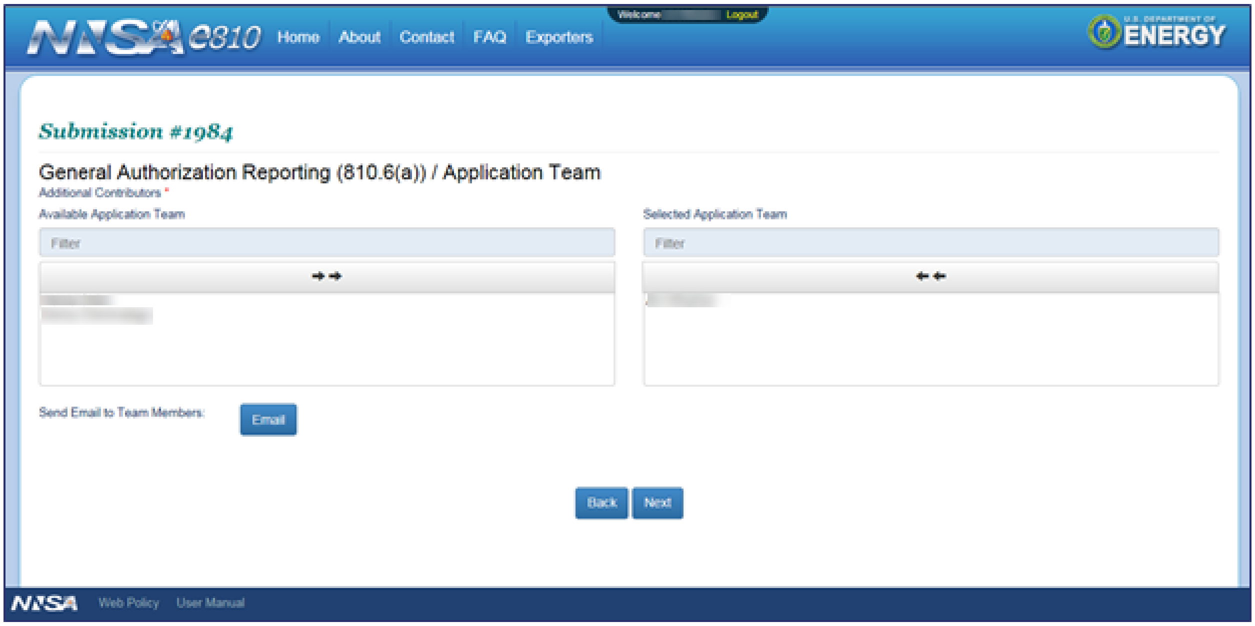


Figure 0-5: Application Team Screen

4.1.3 Transaction Information

On this screen (**Figure 4-6**), you will add transaction information about this request.

1. Choose the closest description from the Type of Work dropdown list.
2. Choose the Technologies that are being reported. If "other" is checked, enter additional information in the detail box.
3. Click the Next button.

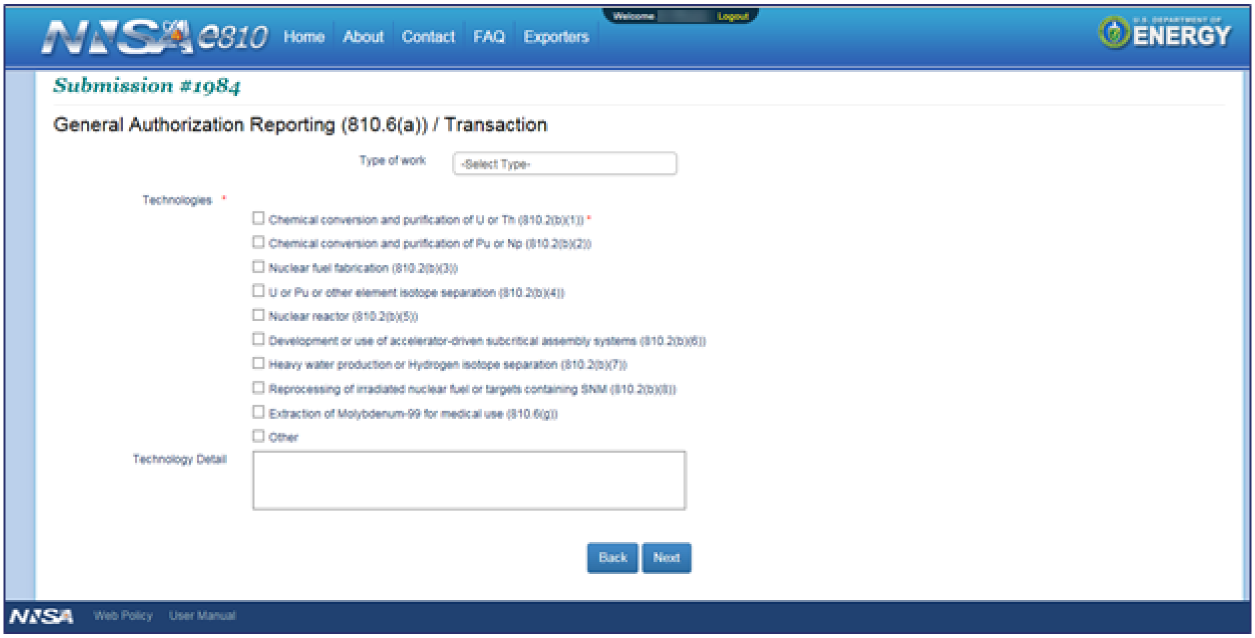


Figure 0-6: Transaction Information Screen

4.1.4 Contract Information

On this screen (**Figure 4-7**), you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Start Date field.
4. Select a date for the Anticipated End Date field.
5. (Optional) Enter in any comments you may have in the comments field.
6. Click the Next button.

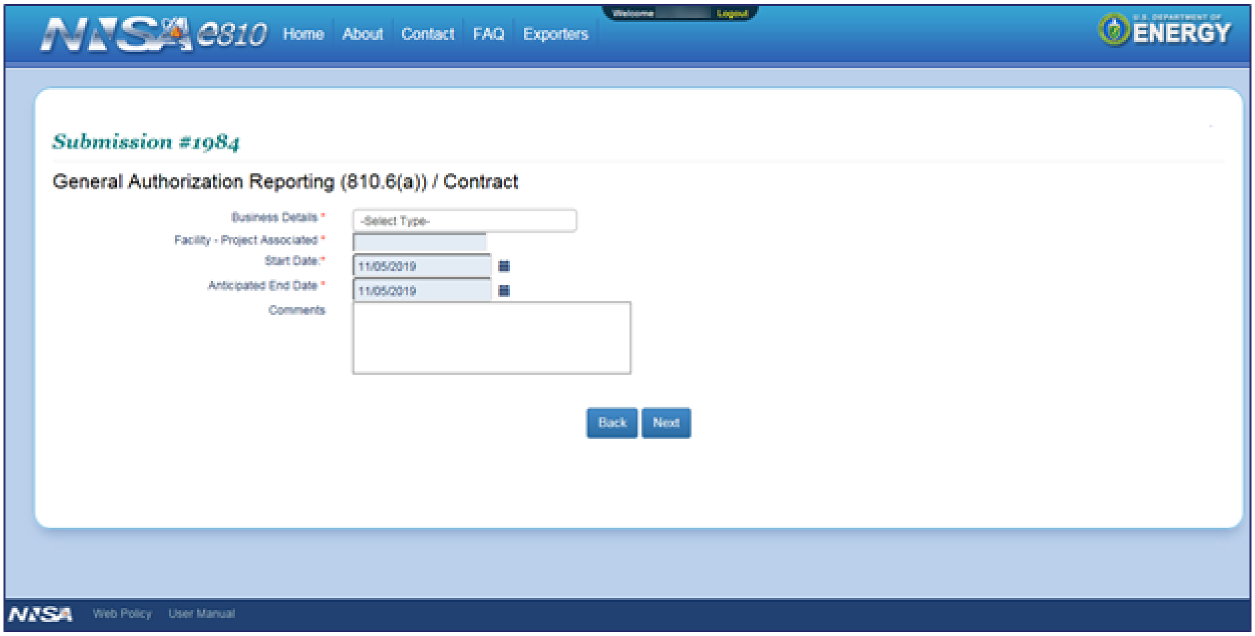


Figure 0-7: Contract Information Screen

4.1.5 Upload Documents

In this screen (**Figure 4-8)**, you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the File Upload screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-9).**
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document **(Figure 4-10).**
6. Click the Next button.

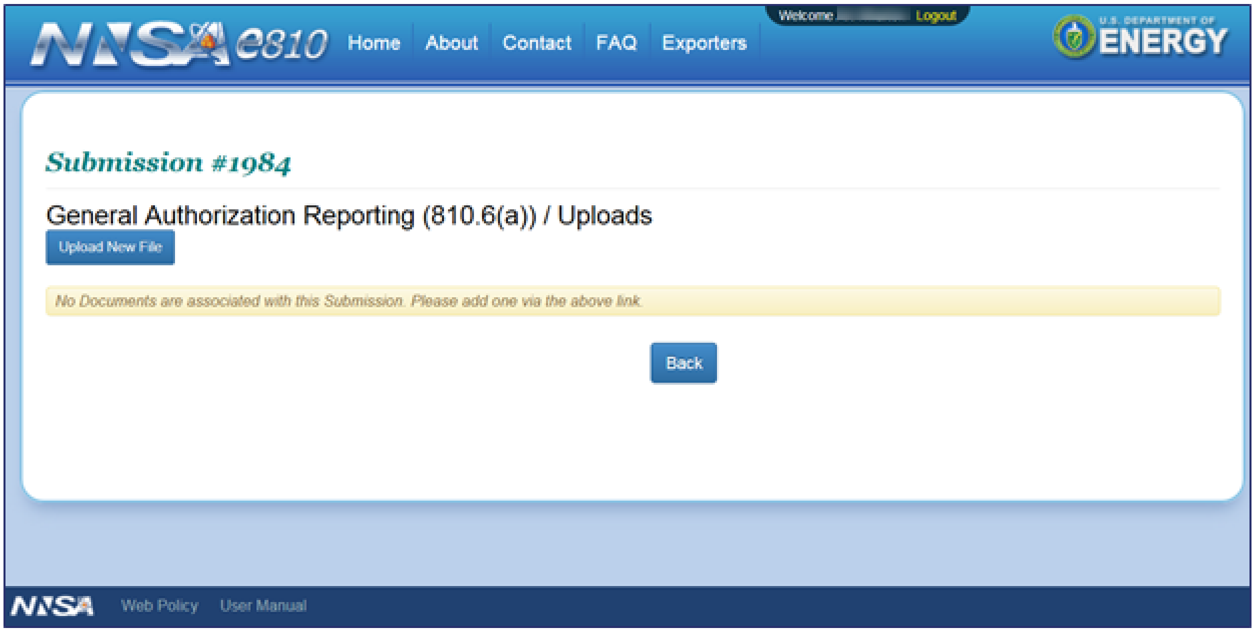


Figure: 4-8: Upload File Button Screen

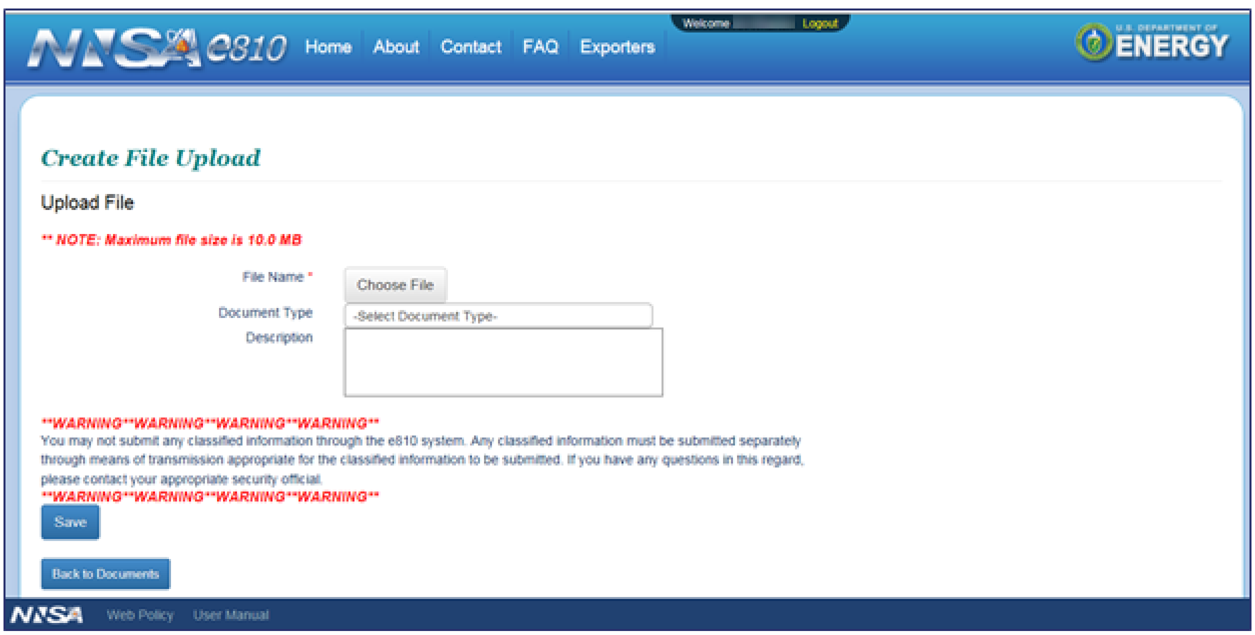


Figure 0-9: File Upload Screen

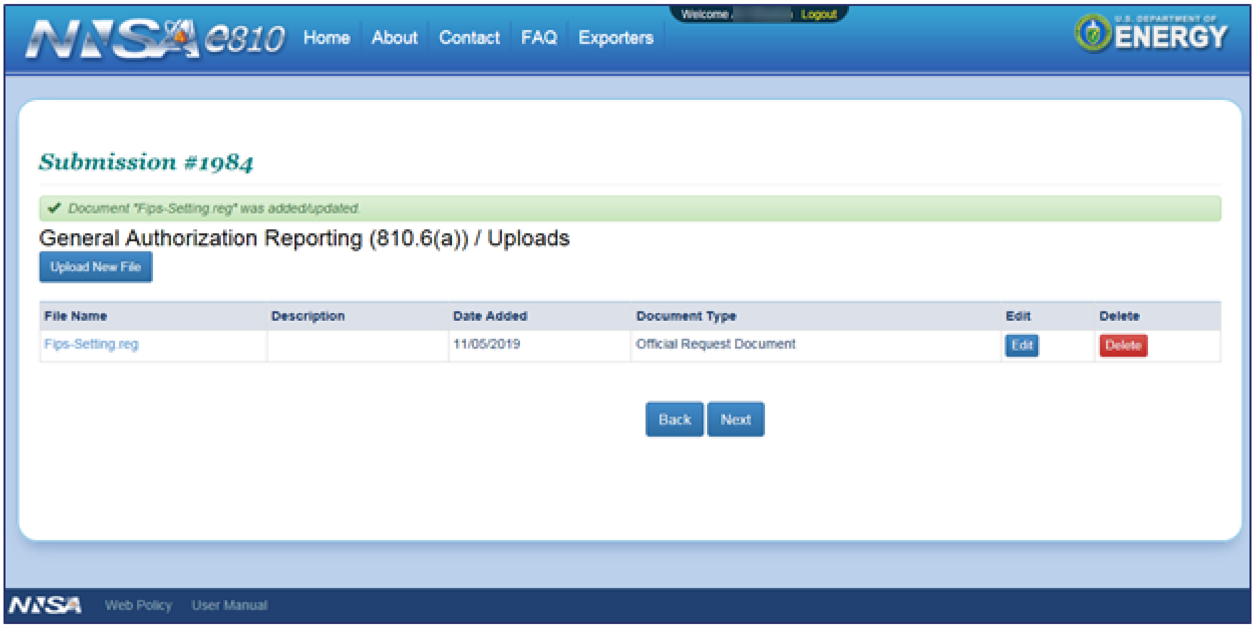


Figure 4-10: Main Supporting Documents Screen

4.1.6 Submission Queue Screen

In this screen **(Figure 4-11)**, the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

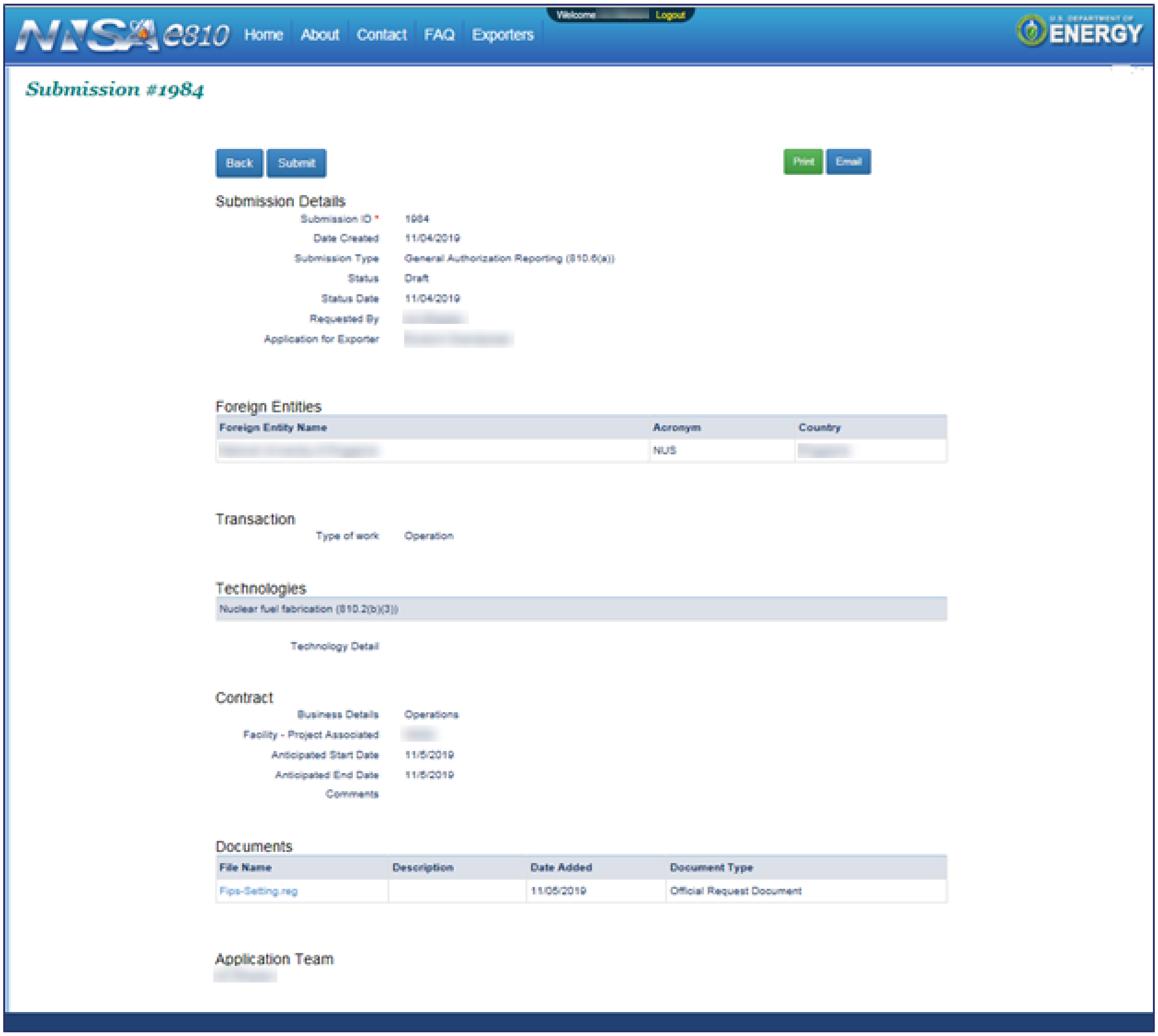


Figure 4-11: Submission Queue Screen

4.2 General Authorization – Operational Safety (810.6(c))

For General Authorization – Operational Safety(810.6(c)), the following information is required:

- Foreign Entity or Foreign Entities.
- Application Team – Team Members.
- Transactions – Value, Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Documents.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization – Operational Safety (810.6(c)) using the dropdown list **(Figure 4-12)**.
2. Click the Next button.

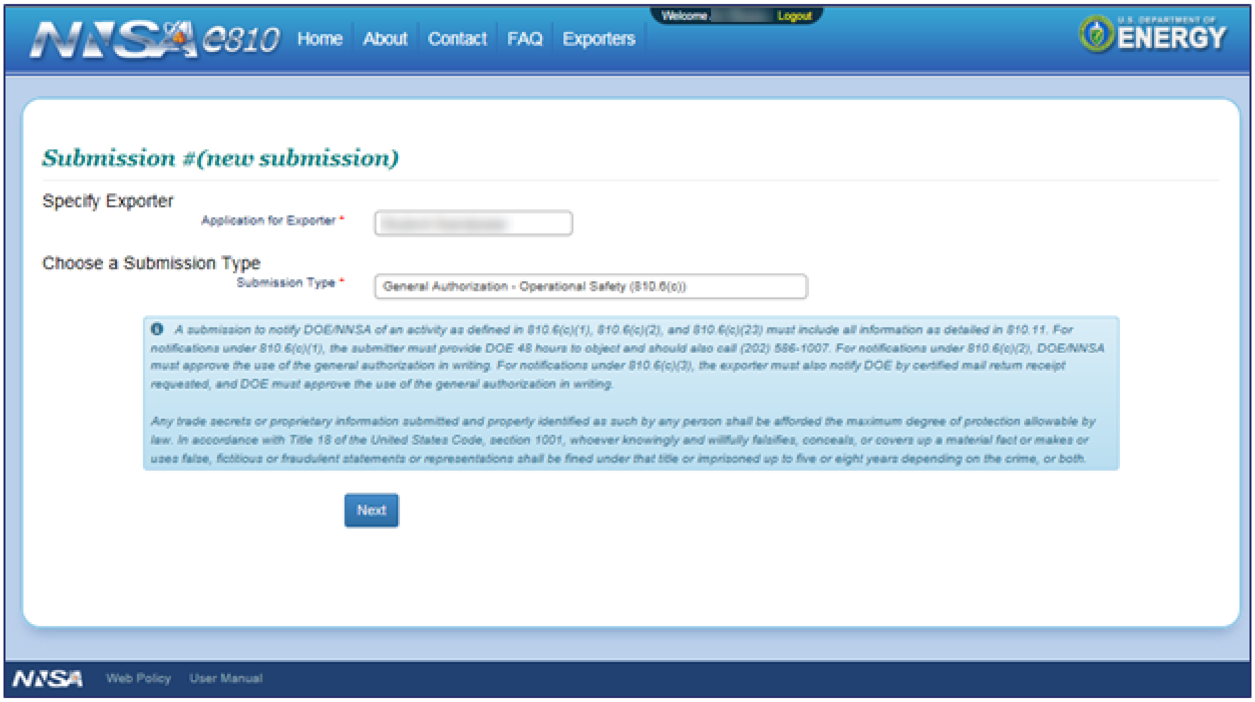


Figure 0-12 Submission Type Screen

4.2.1 Foreign Entity

On this screen **(Figure 4-13)**, you will select or add the foreign entities that are part of this request.

Managing Foreign Entities for General Authorization – Operational Safety (810.6(c)) Report is the same process as is covered in Section **0**. Adding an Existing Foreign Entity is accomplished by clicking on the "Use Existing Foreign Entity button" **(Figure 4-14).**

To create a new foreign entity/entities:

1. Click the "Create/Select Foreign Entity" link **(Figure 4-13)**
2. Complete the fields in the Create Foreign Entity screen **(Figure 4-14)**
3. Click Save button.

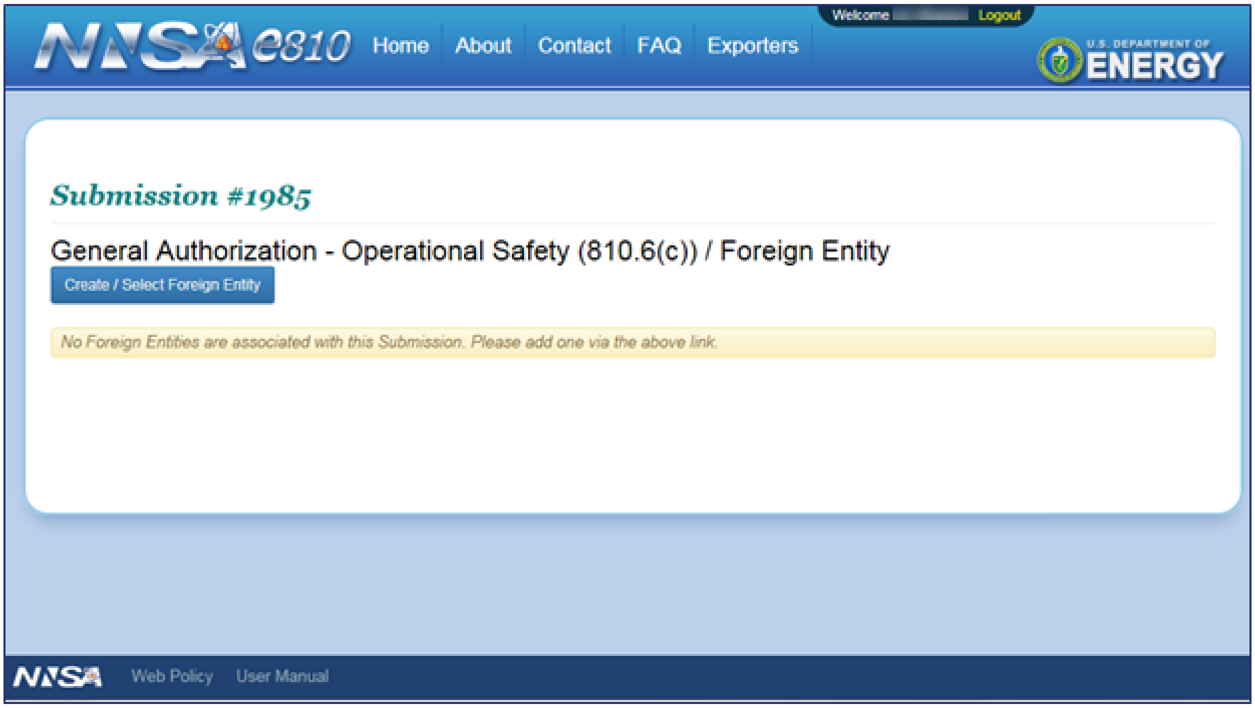


Figure 4-13: Create New Foreign Entity Link Screen

As an alternative, you may choose to select an exisitng foreign entity from the Existing Foreign Entity dropdown list **(Figure 4-14)**.

1. Click the "Create/ Select Foreign Entity" link **(Figure 4-13)**.
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity **(Figure 4-15)**.

Once a Foreign Entity has been added to the General Authorization – Operational Safety (810.6(c)) Report request, the screen changes to allow the user to move to the next step **(Figure 4-15).**

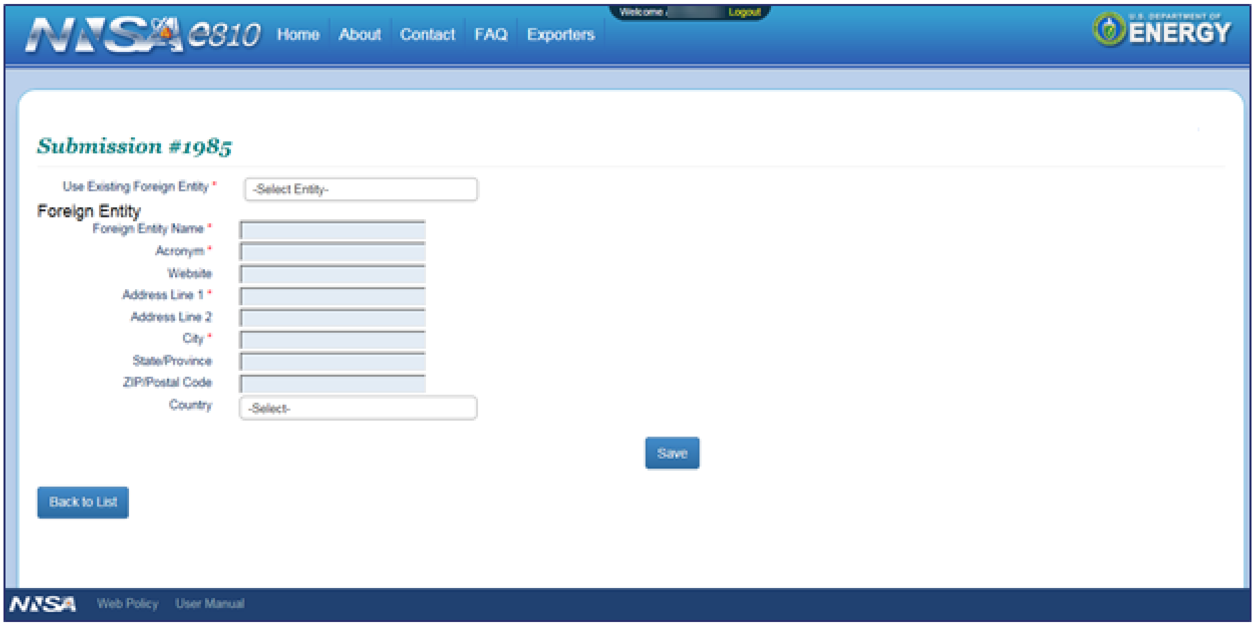


Figure 4-14: Create Foreign Entity Screen

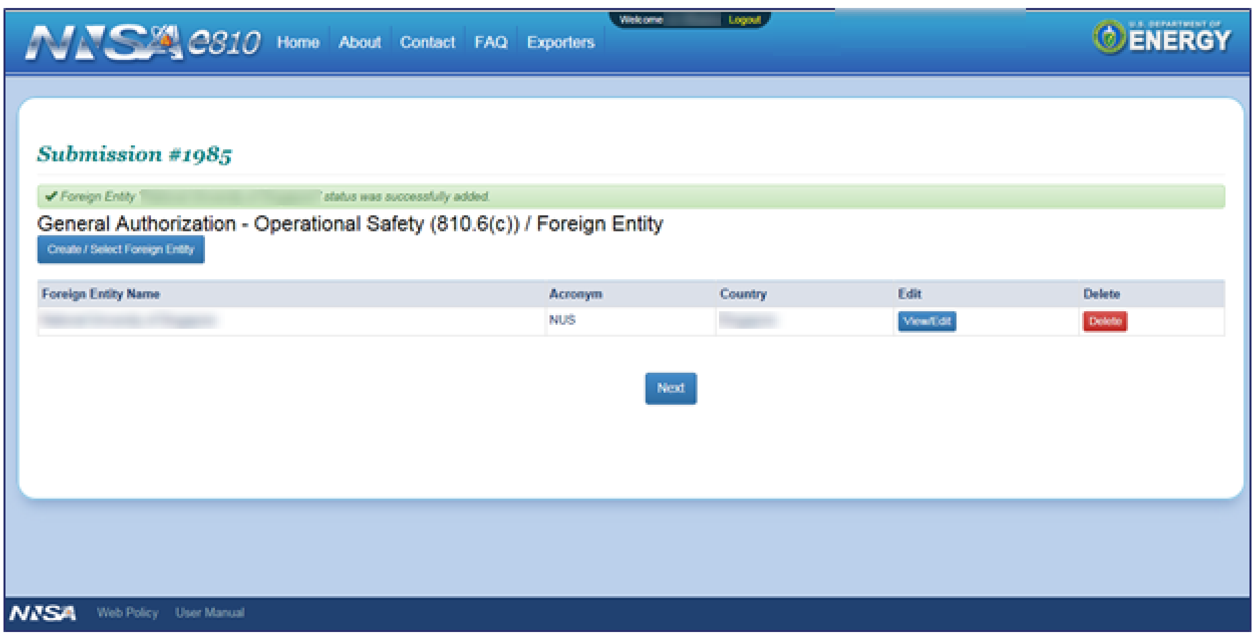


Figure 4-15: Foreign Entity Screen

4.2.2 Application Team

This screen will allow you to choose the application team for the request. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen **(Figure 4-16).** The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the "E-mail" button.
4. Click "next" after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

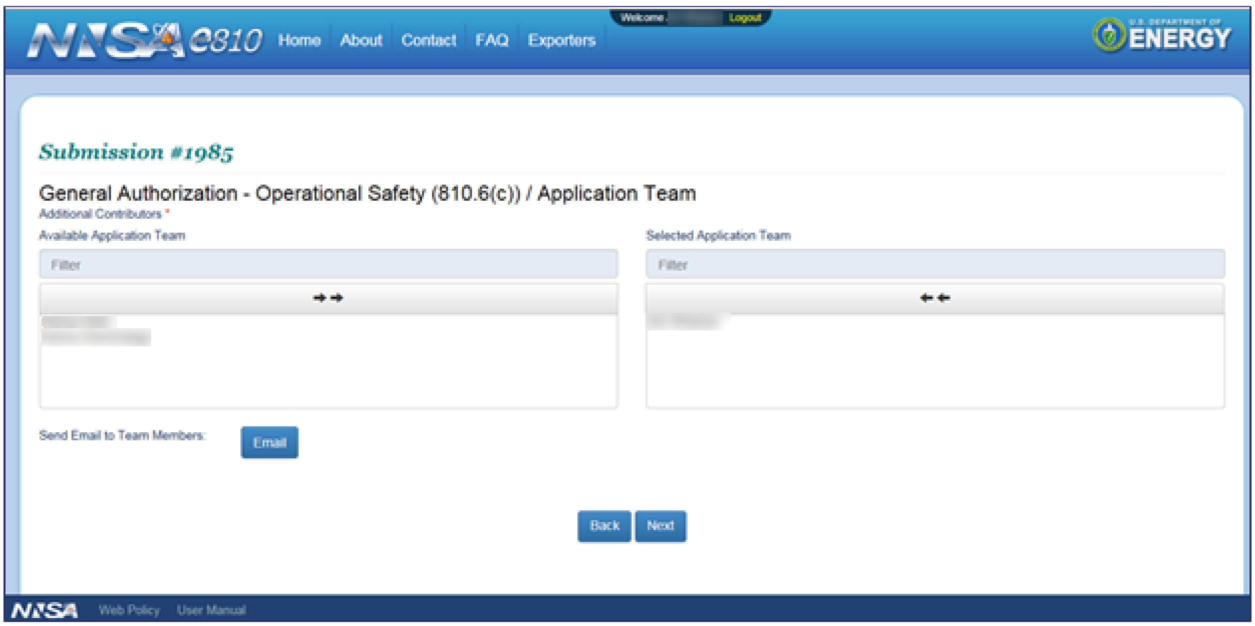


Figure 4-16: Application Team Screen

4.2.3 Transaction Information

On this screen (**Figure 4-17**), you will add transaction information about this request.

1. Enter in a numerical value in the Transaction Value field.
2. Choose the closest description from the Type of Work dropdown list.
3. Choose the Technologies that are being reported. If "other" is checked, enter additional information in the detail box.
4. Click the Next button.

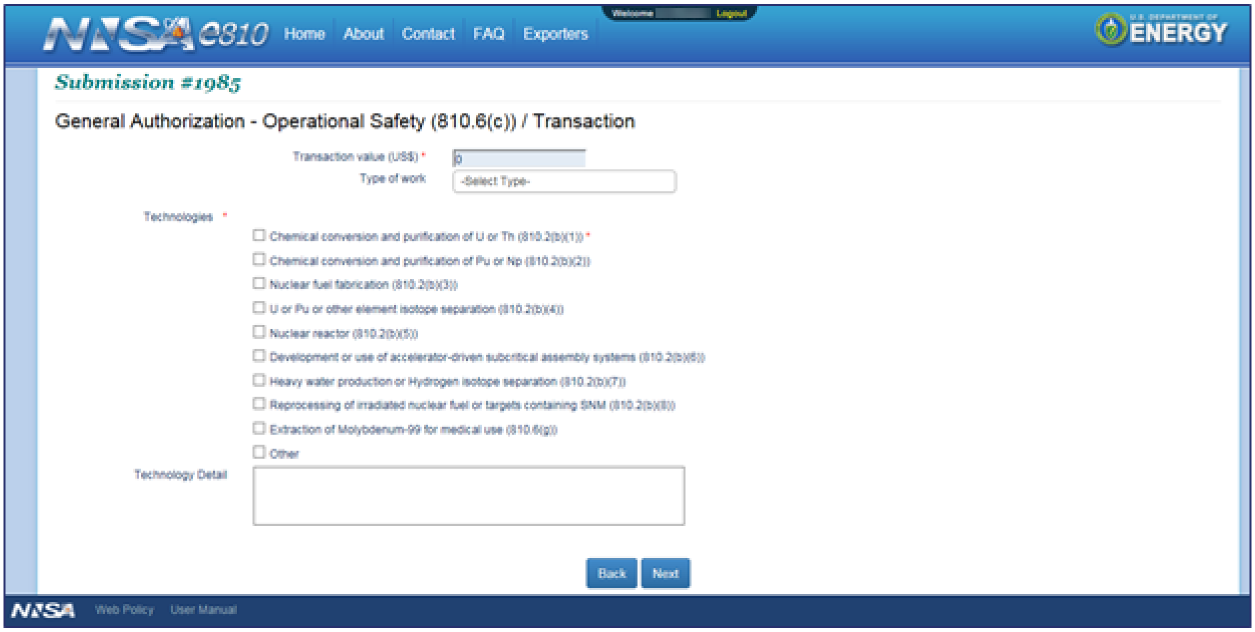


Figure 4-17: Transaction Information Screen

4.2.4 Contract Information

On this screen **(Figure 4-18)**, you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Anticipated Start Date field.
4. Select a date for the Anticipated End Date field.
5. Enter in any comments you may have in the comments field.
6. Click the Next button.

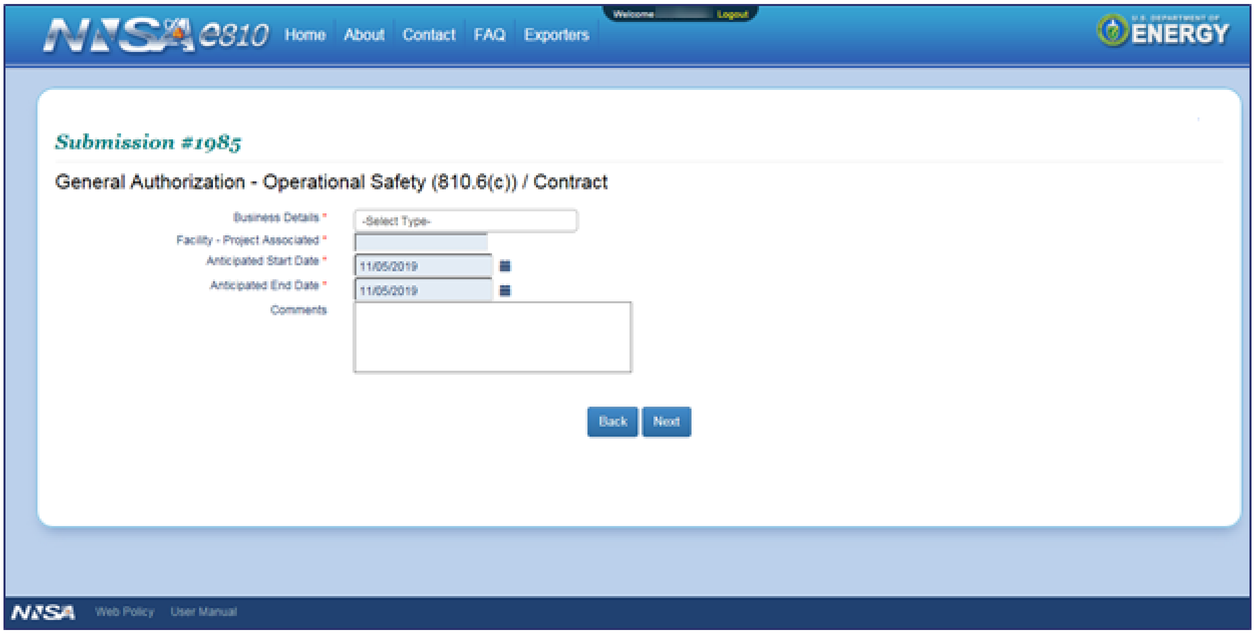


Figure 4-18: Contract Information Screen

4.2.5 Upload Documents

In this screen **(Figure 4-19)**, you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-20).**
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document **(Figure 4-21)**.
6. Click the Next button.

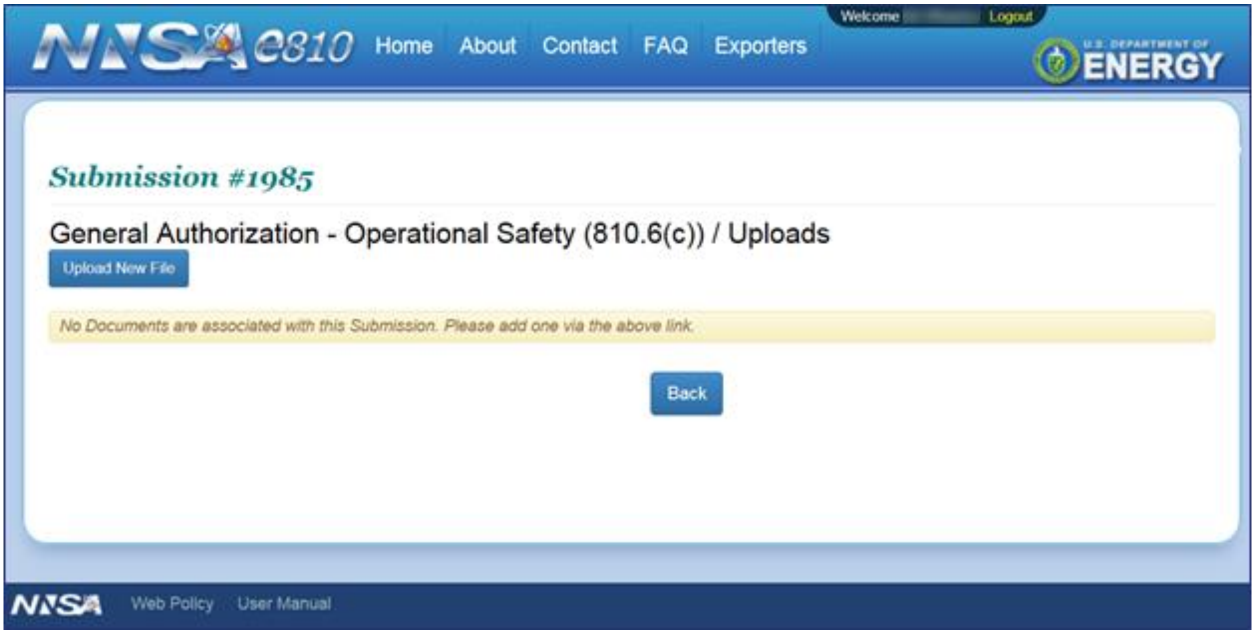


Figure 4-19: Upload New File Button Screen

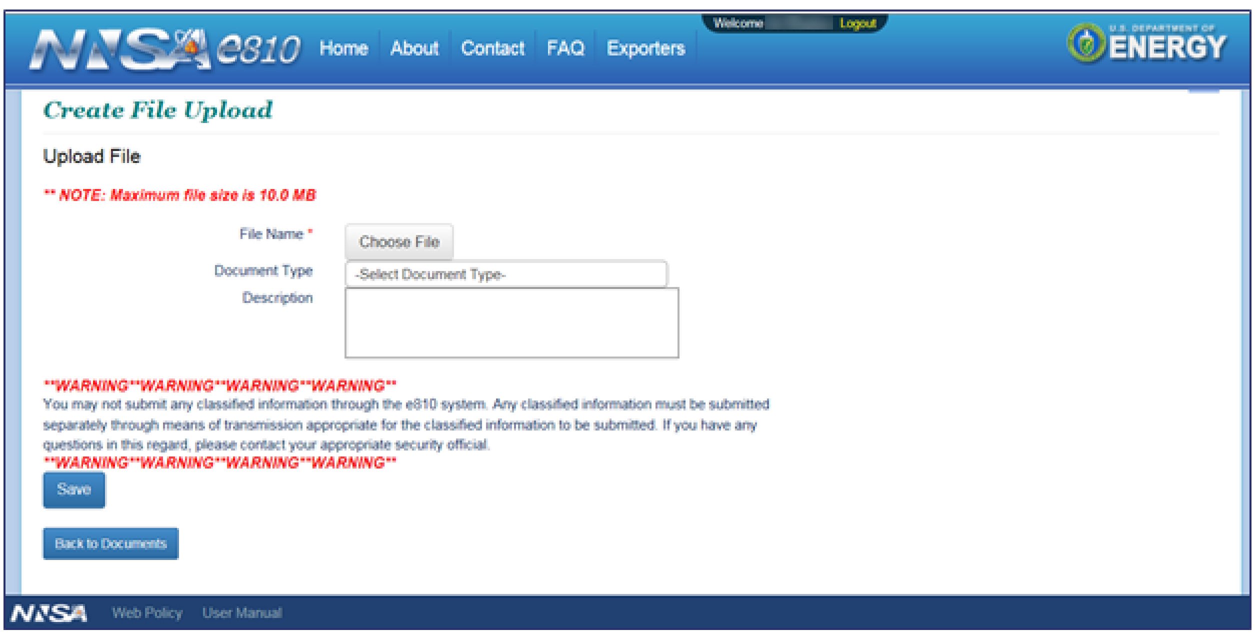


Figure 4-20: Upload New File Screen

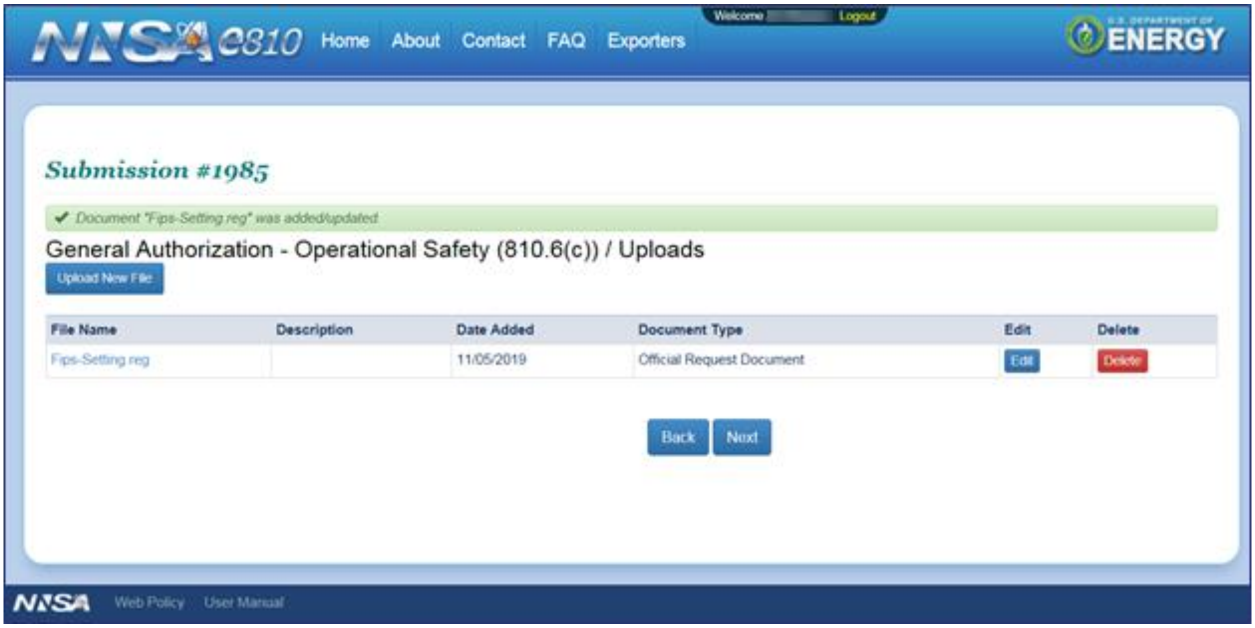


Figure 4-21: Main Supporting Documents Screen

4.2.6 Submission Queue Screen

In this screen (**Figure 4-22**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

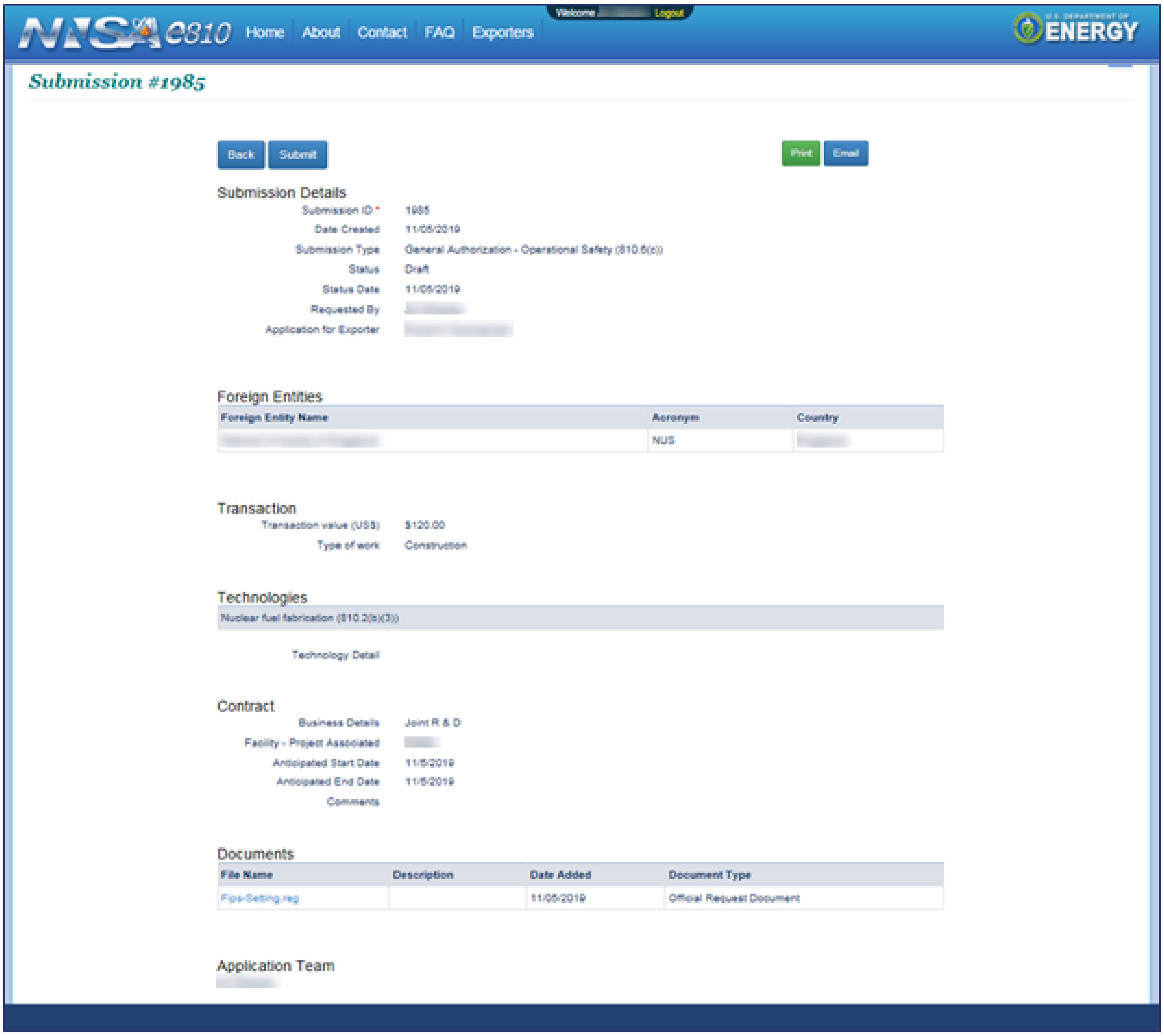


Figure 4-22: Submission Queue Screen

4.3 General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b))

For General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)), the following information is required:

- Foreign National.
- Application Team.
- Official Request Documents.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select General Authorization Reporting, Deemed Export (810.6(a) or 810.6(b)) using the dropdown list, (**Figure 4-23**).

2. Select a GAR_DE Type by clicking on the radio button (**Figure 4-23**).
3. Click the Next button.

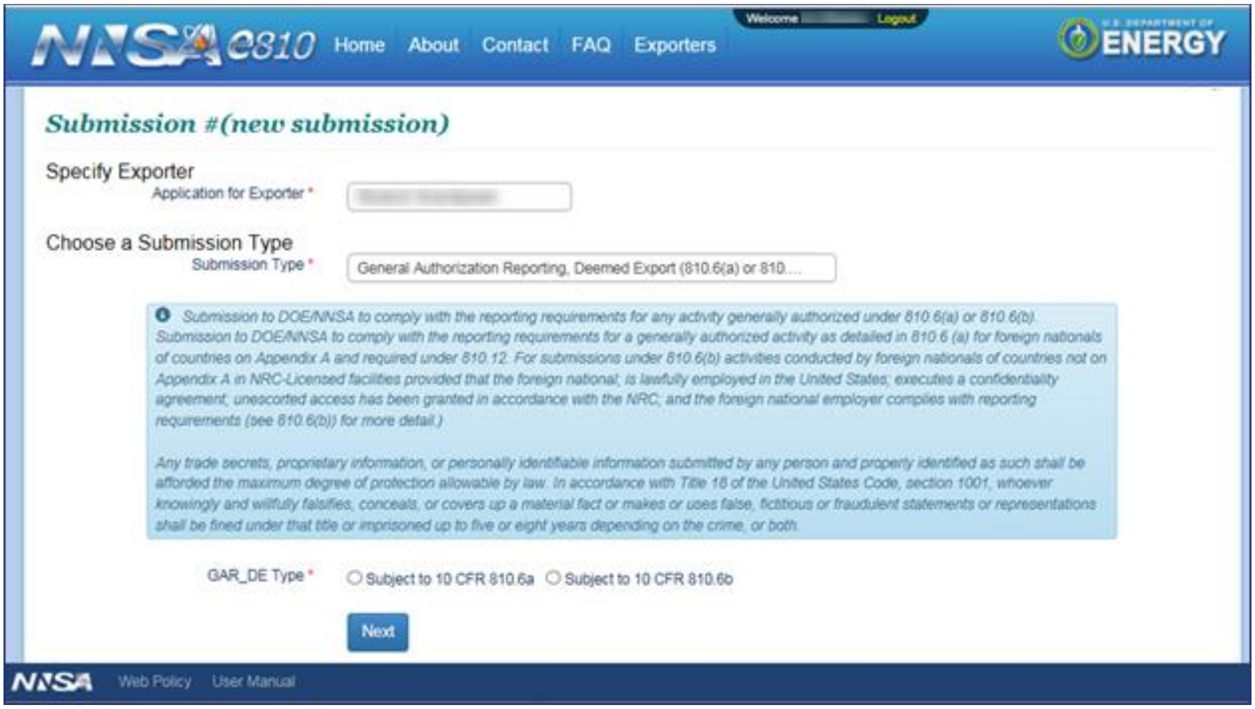


Figure 4-23: Submission Type Screen

4.3.1 Foreign National

On this screen **(Figure 4-24),** you will select or add foreign nationals that are part of this request.

To create a new foreign national:

1. Click the "Create/Select Foreign National" link (**Figure 4–24)**..
2. Complete the fields in the Create/Select Foreign National screen (**Figure 4–25)**.

3. Click Save button.

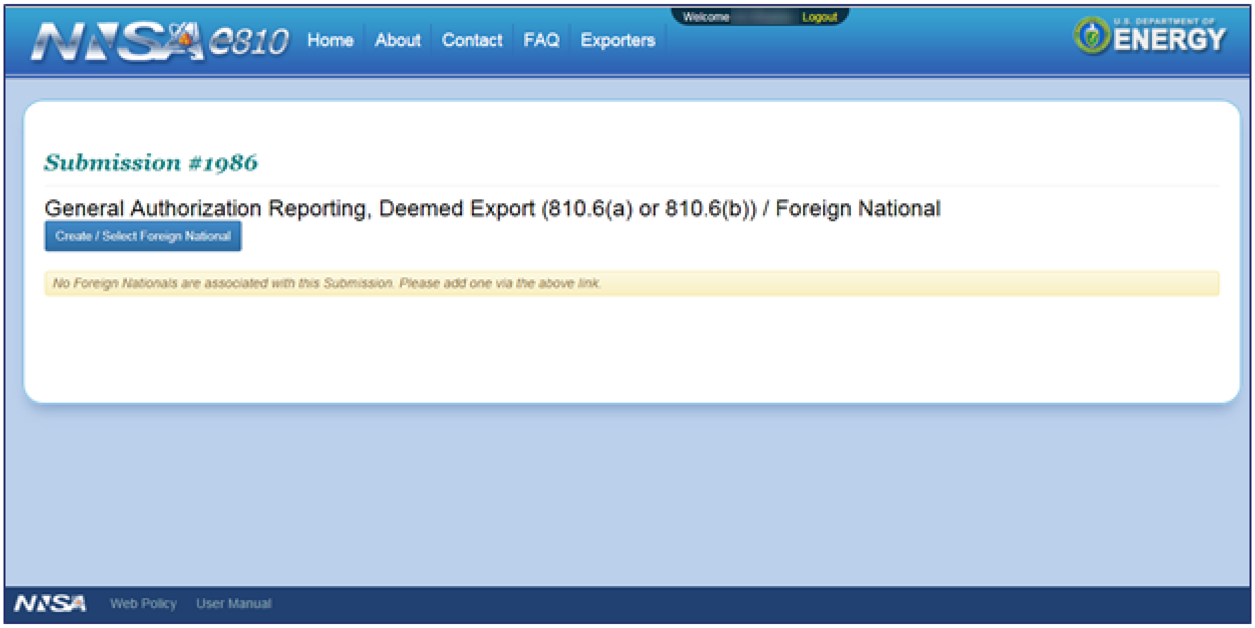


Figure 4-24: Create New Foreign National Link Screen

As an alternative, you may choose to select an exisitng Foreign National from the “Use Existing Foreign National” dropdown list **(Figure 4-25)**.

1. Click the “Create/Select Foreign National” link **(Figure 4-24)**.
2. Select the desired foreign national using the dropdown list **(Figure 4-25)**.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
4. Click the Save button to return to the Foreign National screen. This screen will allow you to view your newly created Foreign National. You will have the ability to Delete, Edit, or Replace the Foreign National. Click Next **(Figure 4-26)**.

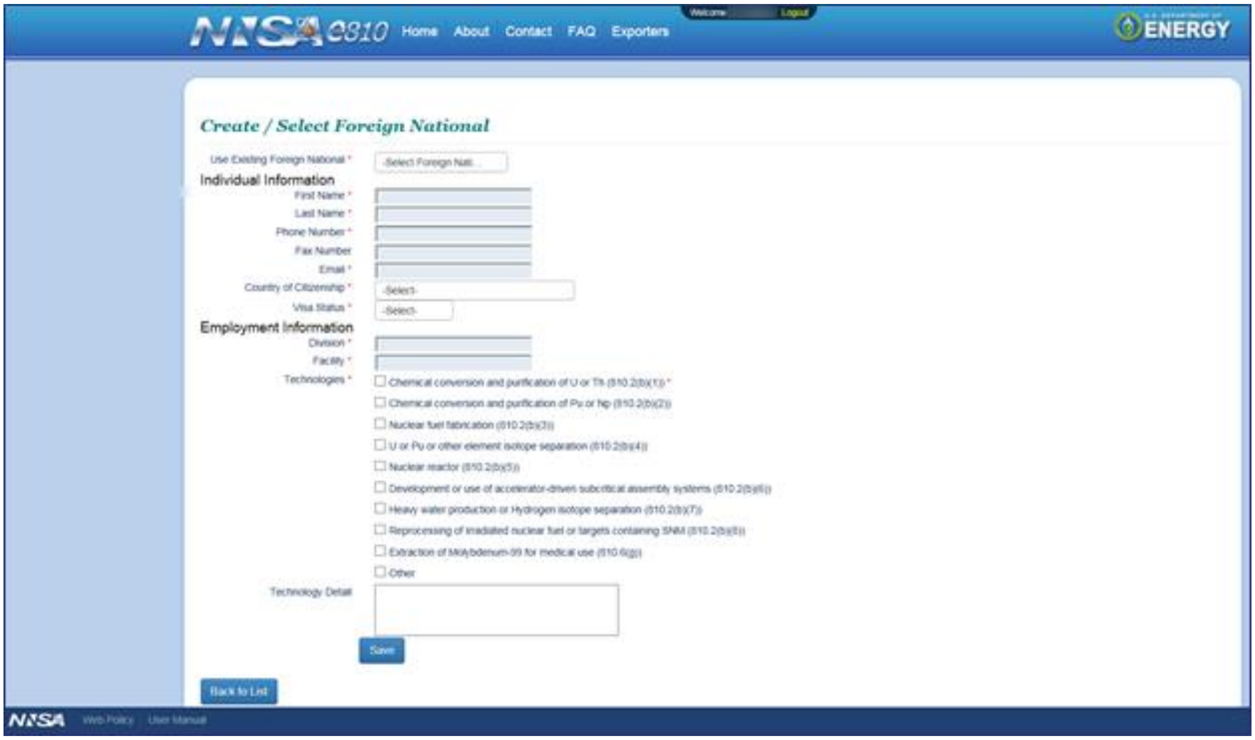


Figure 0-25: Create Foreign National Screen

Figure 4-26 Foreign National Screen

4.3.2 Application Team

This screen will allow you to choose the application team for the request (**Figure 4-27**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

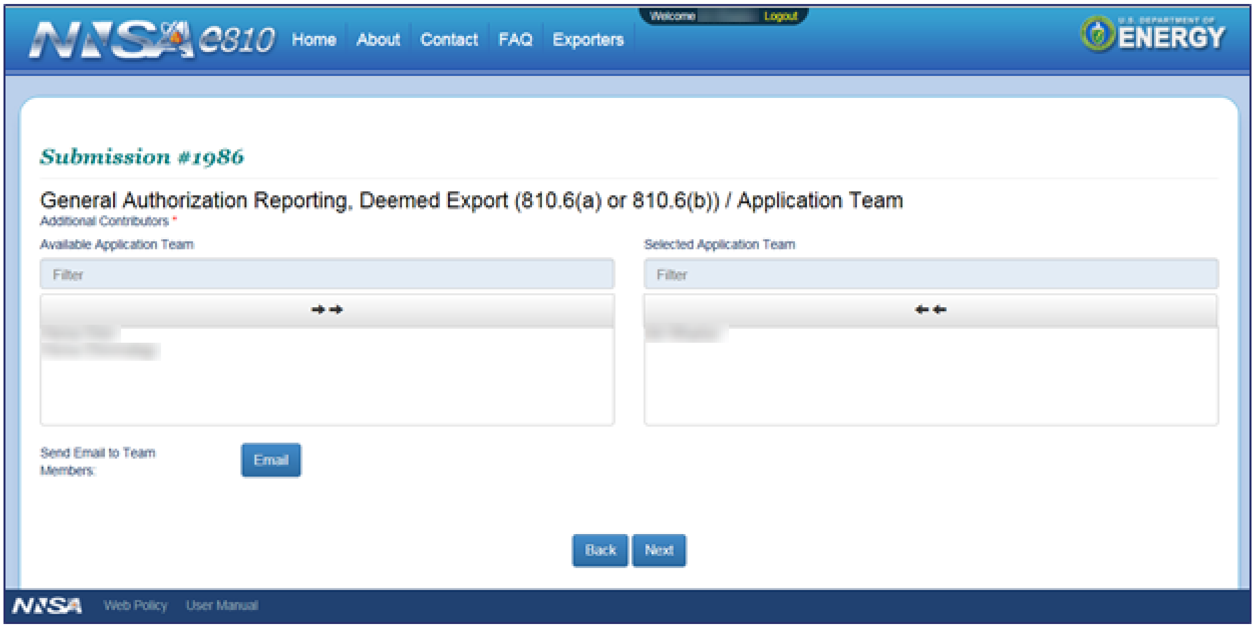


Figure 4-27: Application Team Screen

4.3.3 Upload Documents

In this screen **(Figure 4-28)**, you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Company Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-29)**.
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document **(Figure 4-30).**
6. Click the Next button.

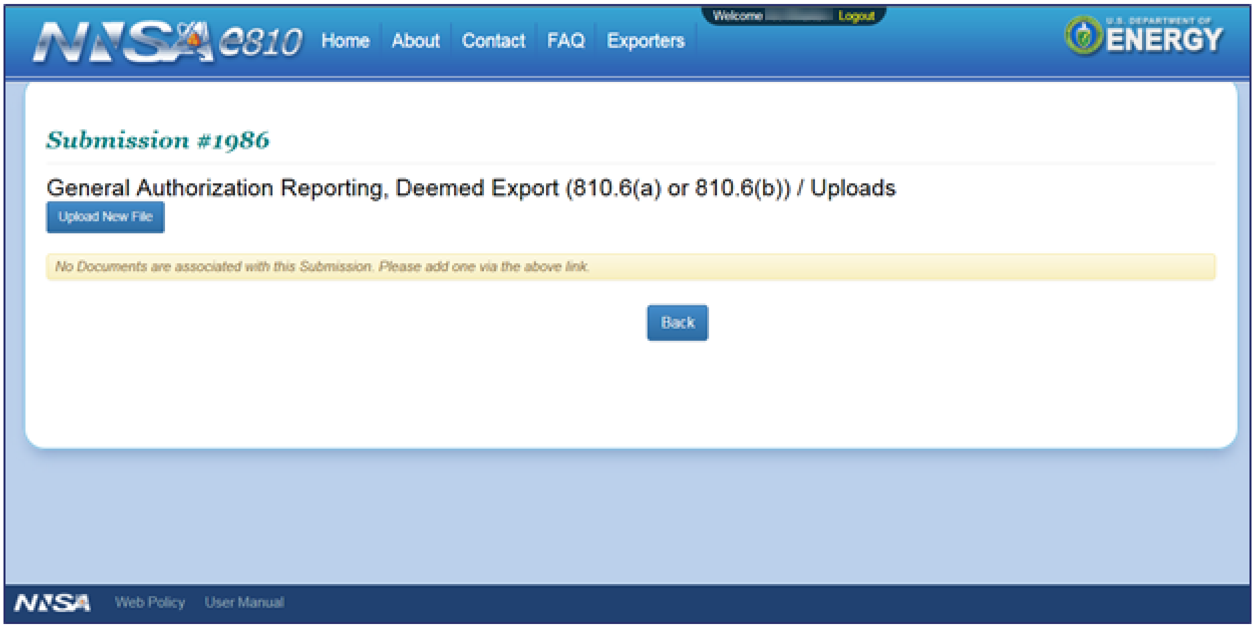


Figure 4-28: Upload New File Screen

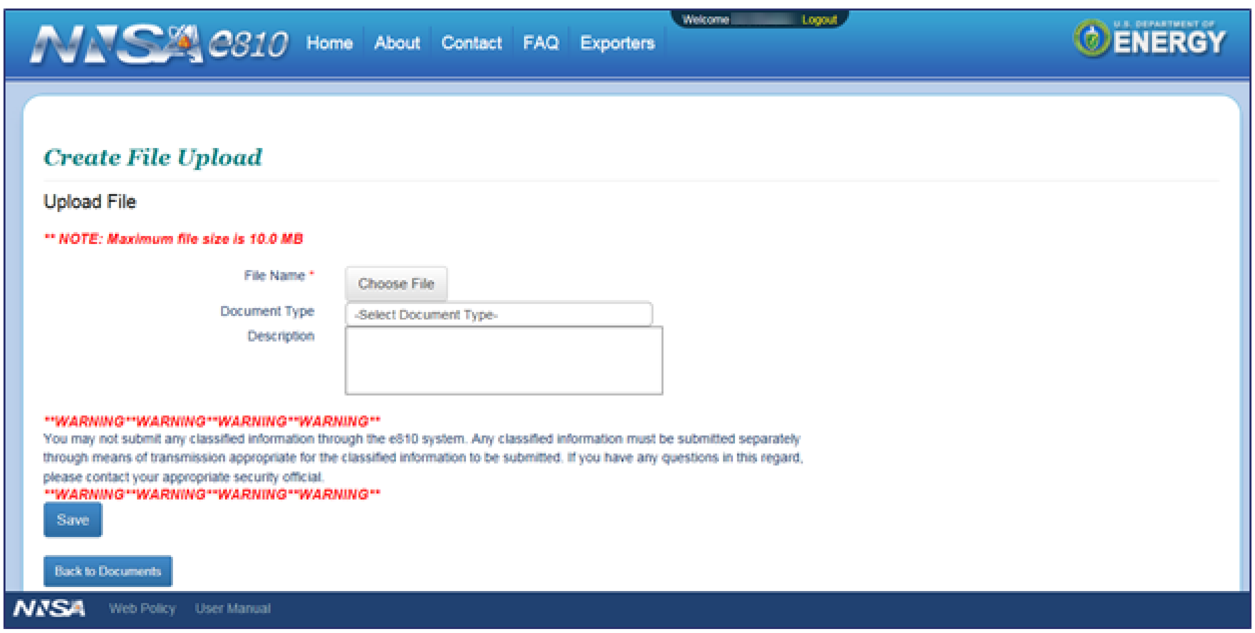


Figure 4-29: Create File Upload Screen

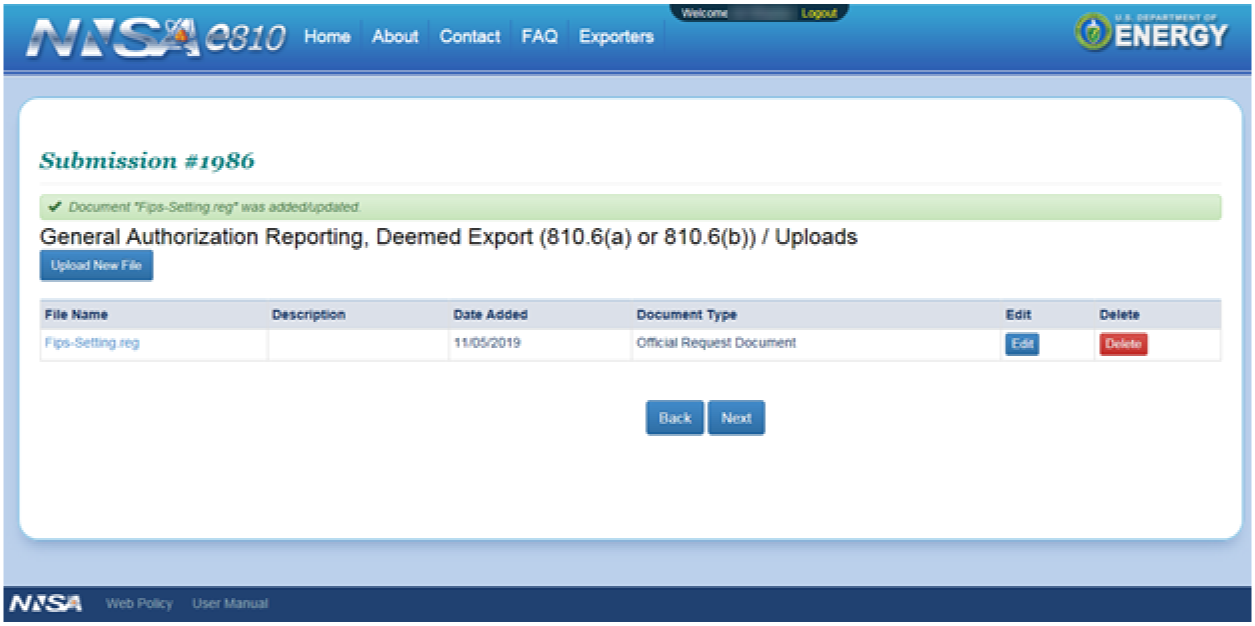


Figure 4-30: Main Supporting Document Screen

4.3.4 Submission Queue Screen

In this screen (**Figure 4-31**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

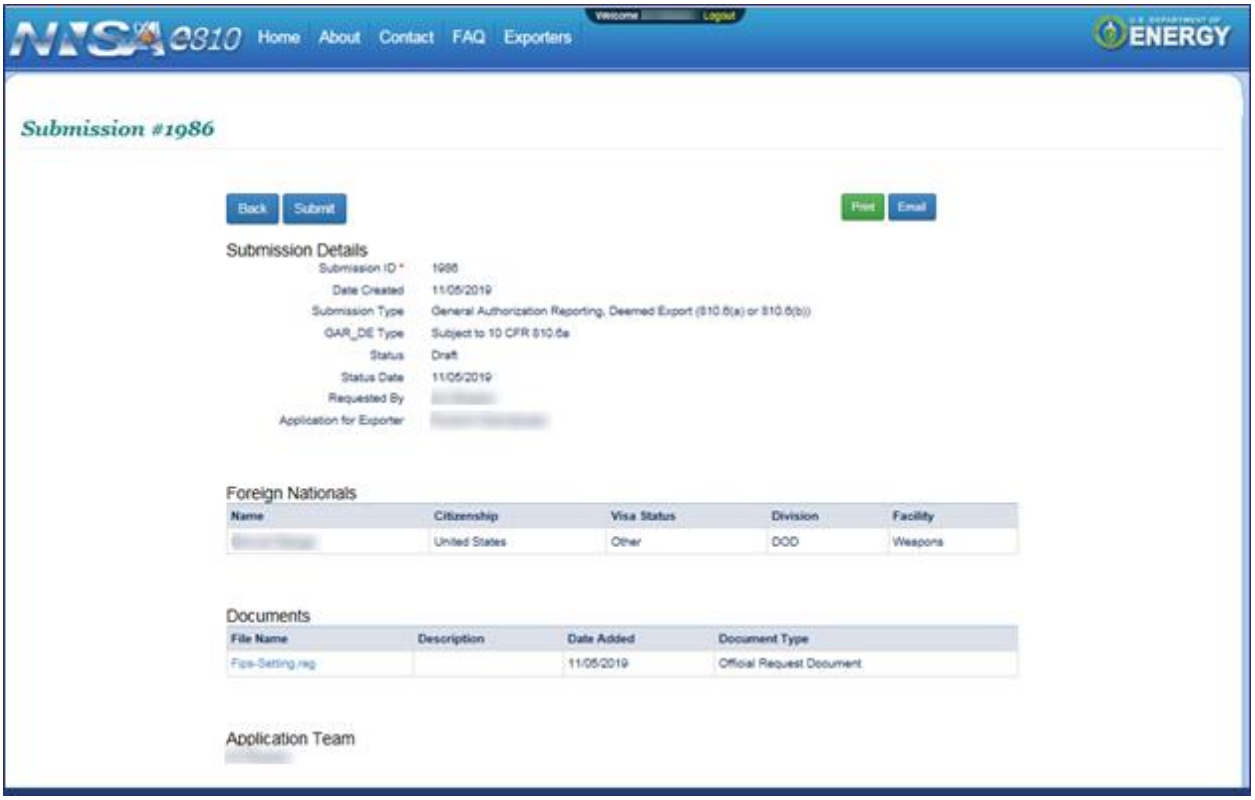


Figure 4-31: Submission Queue Screen

4.4 Request for Determination (810.5)

For Request for Determination, the following information is required:

- Foreign Entity or Foreign Entities.
- Application Team Members.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select Request for Determination (810.5) using the dropdown list **(Figure 4-32)**.
2. Click the Next button.

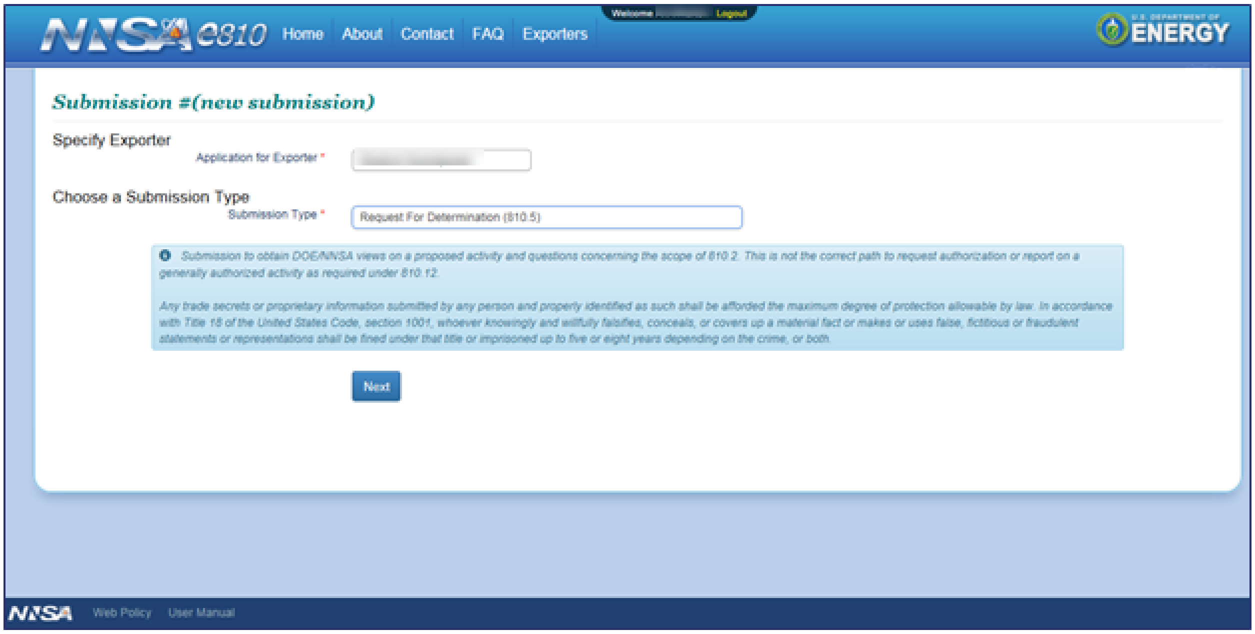


Figure 4-32: Submission Type Screen

4.4.1 Foreign Entity

On this screen **(Figure 4-33)**, you will select or add the foreign entities that are part of this request. Managing Foreign Entities for Request For Determination is the same process as is covered in Section **0**. Adding an Existing Foreign Entity is accomplished by clicking on the "Use Existing Foreign Entity button"

To create a new foreign entity/entities:

1. Click the "Create/Select Foreign Entity" link **(Figure 4-33)**
2. Complete the fields in the Create Foreign Entity screen **(Figure 4-34)**
3. Click Save button.

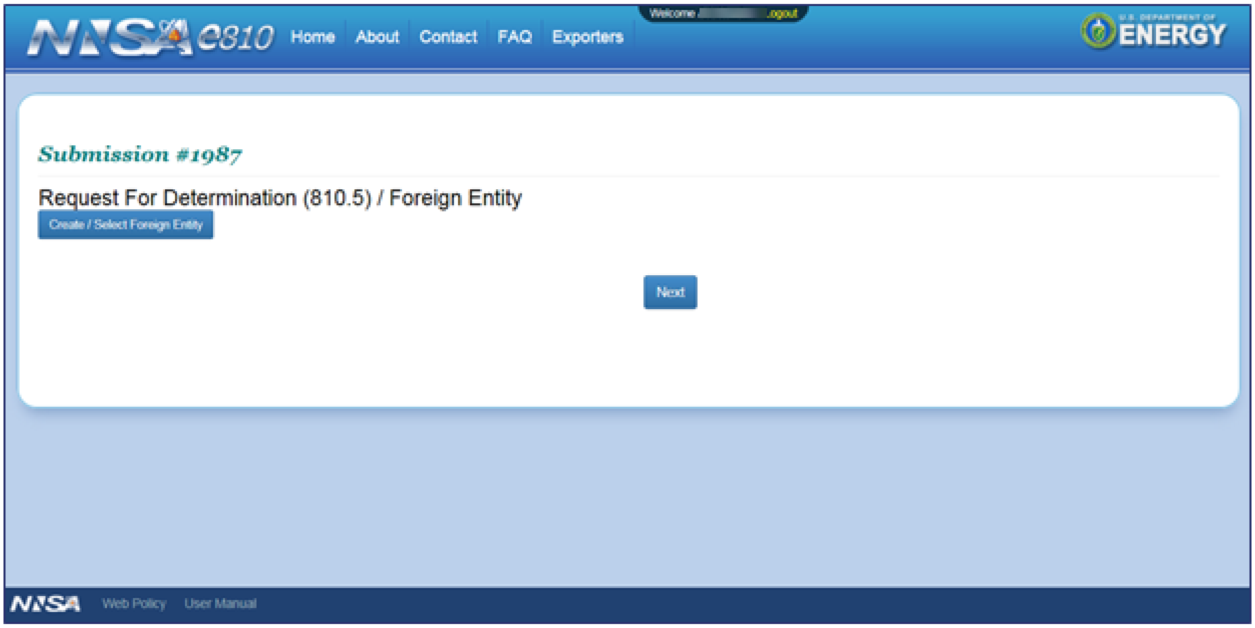


Figure 4-33: Create New Foreign Entity Screen

As an alternative, you may choose to select an exisitng foreign entity from the Existing Foreign Entity dropdown list **(Figure 4-34)**.

1. Click the "Create/Select Foreign Entity" link **(Figure 4-33)**.
2. Select the account associated with the desired foreign entity using the dropdown list.
3. Click the Save button to return to the Foreign Entity screen. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity **(Figure 4-35)**.

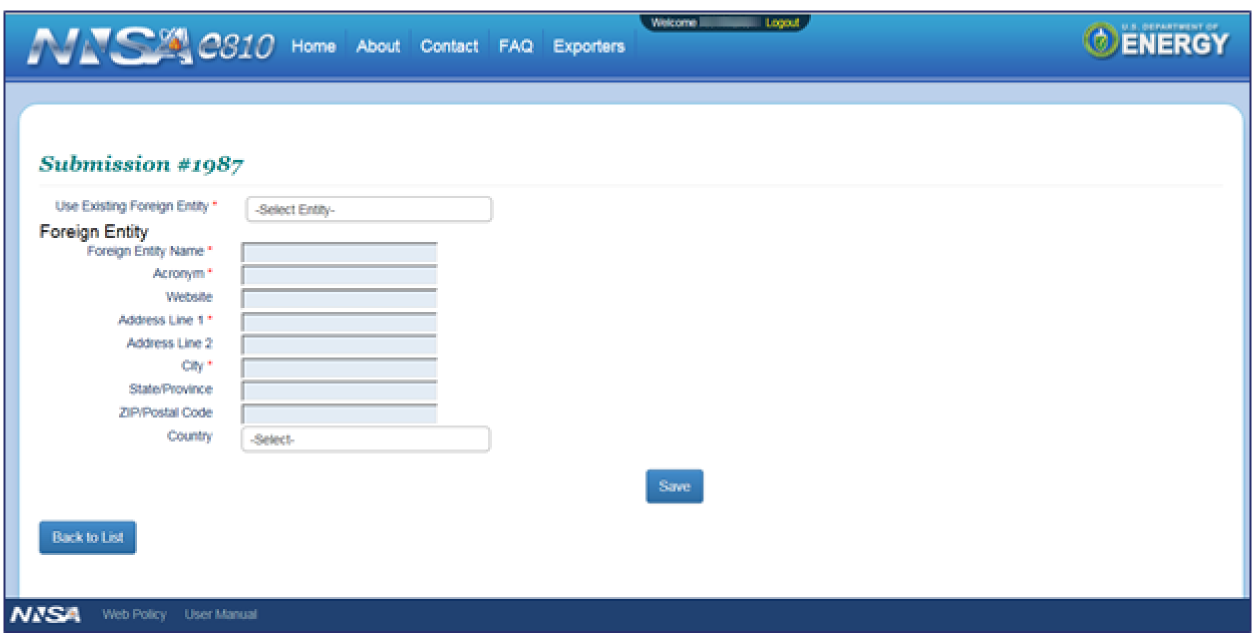


Figure 4-34: Create Foreign Entity Screen

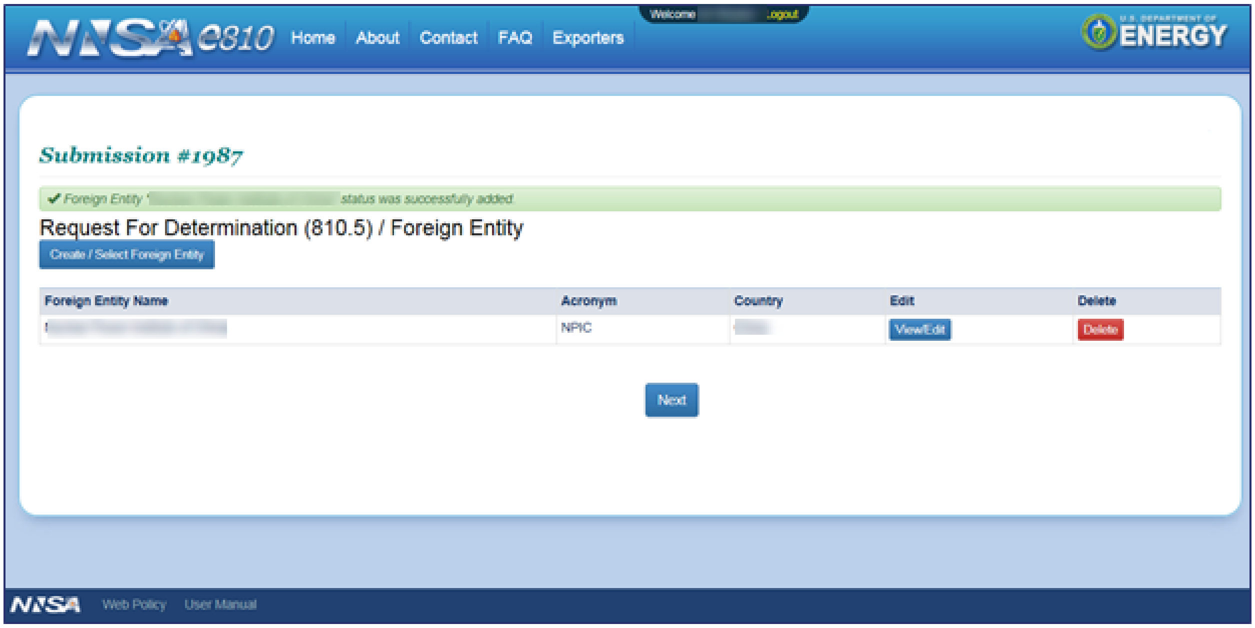


Figure 4-35: Foreign Entity Screen

4.4.2 Application Team

This screen will allow you to choose the application team for the request, (**Figure 4-36**). Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the "E-mail" button.
4. Click "next" after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

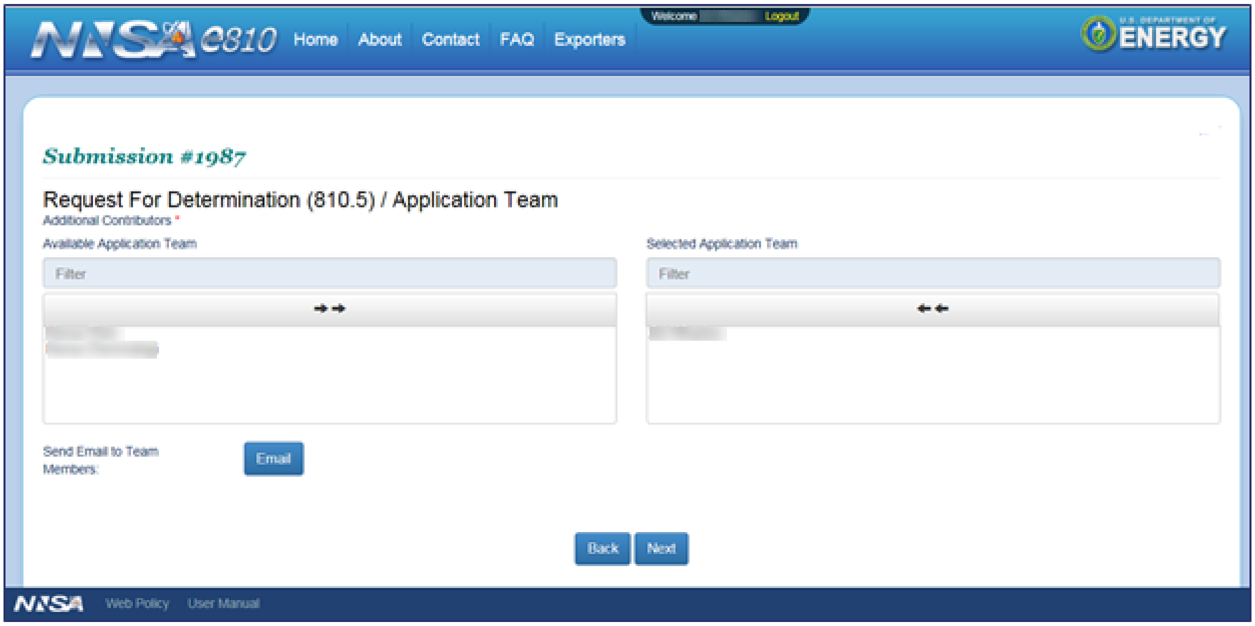


Figure 4-36: Application Team Screen

4.4.3 Upload Documents

In this screen **(Figure 4-37)**, you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Company Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-38)**.
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document **(Figure 4-39)**.
6. Click the Next button.

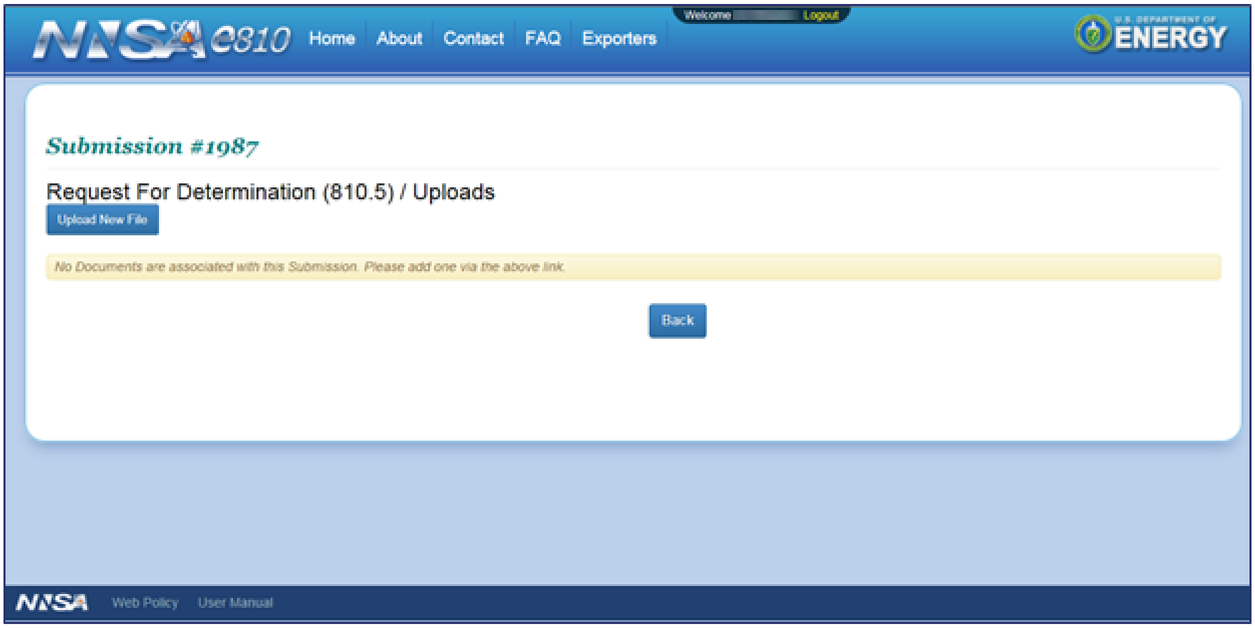


Figure 4-37: Upload New File Screen

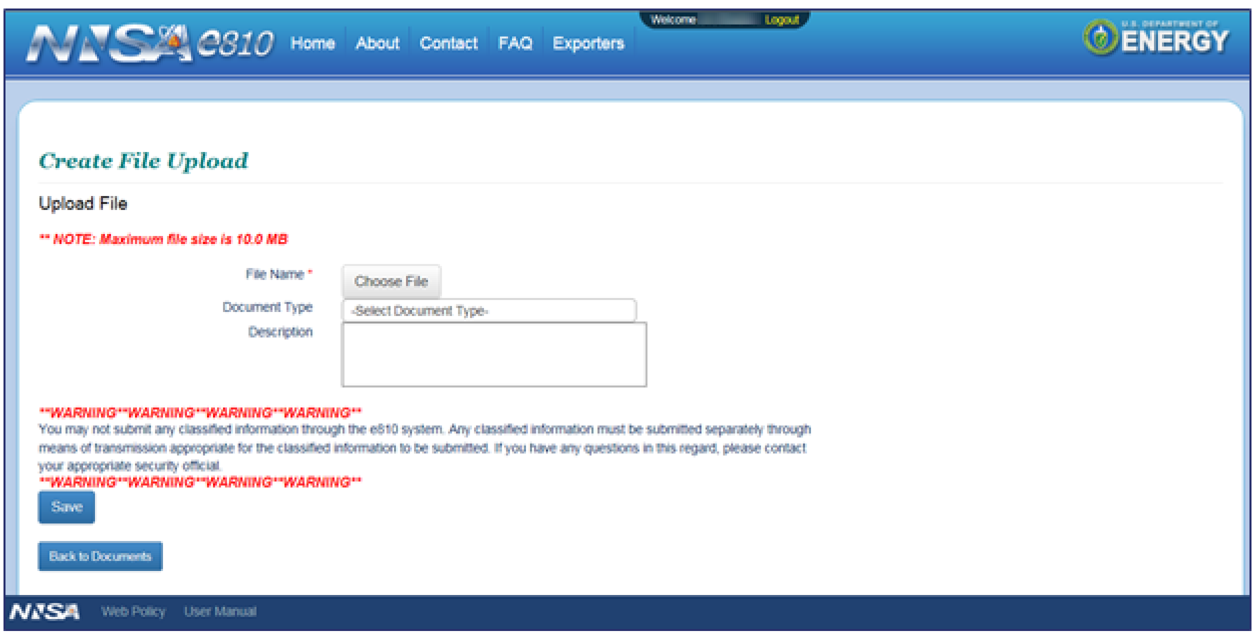


Figure 4-38: Create File Upload Screen

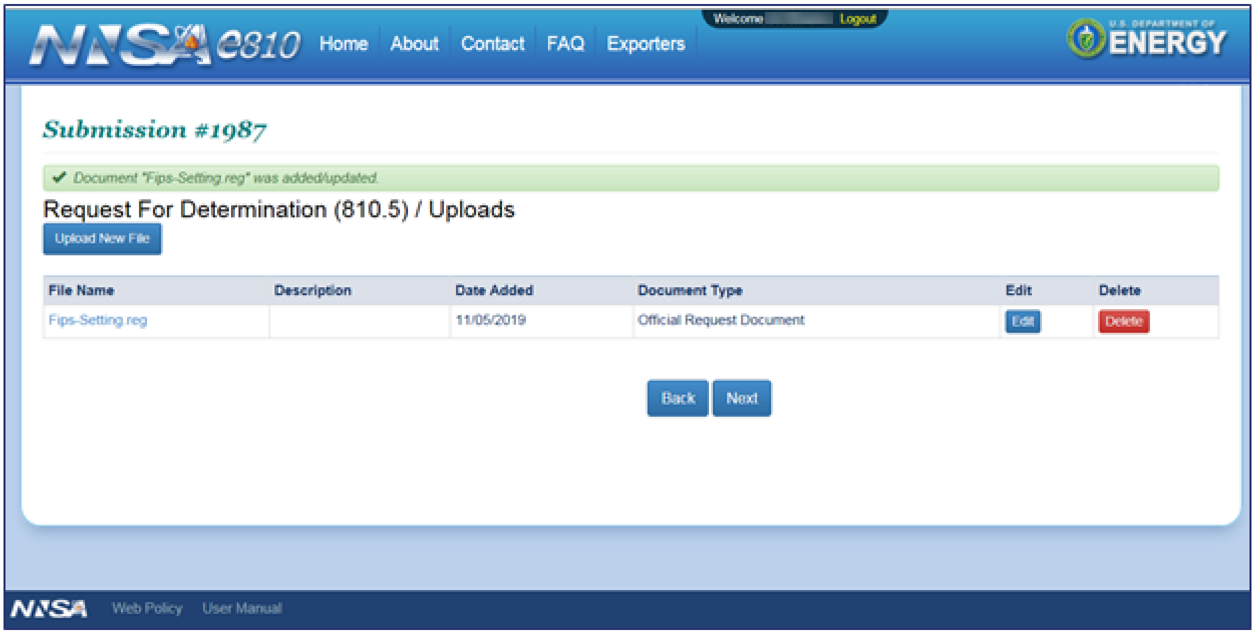


Figure 4-39: Main Supporting Documents Screen

4.4.4 Submission Queue Screen

In this screen (**Figure 4-40**), the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

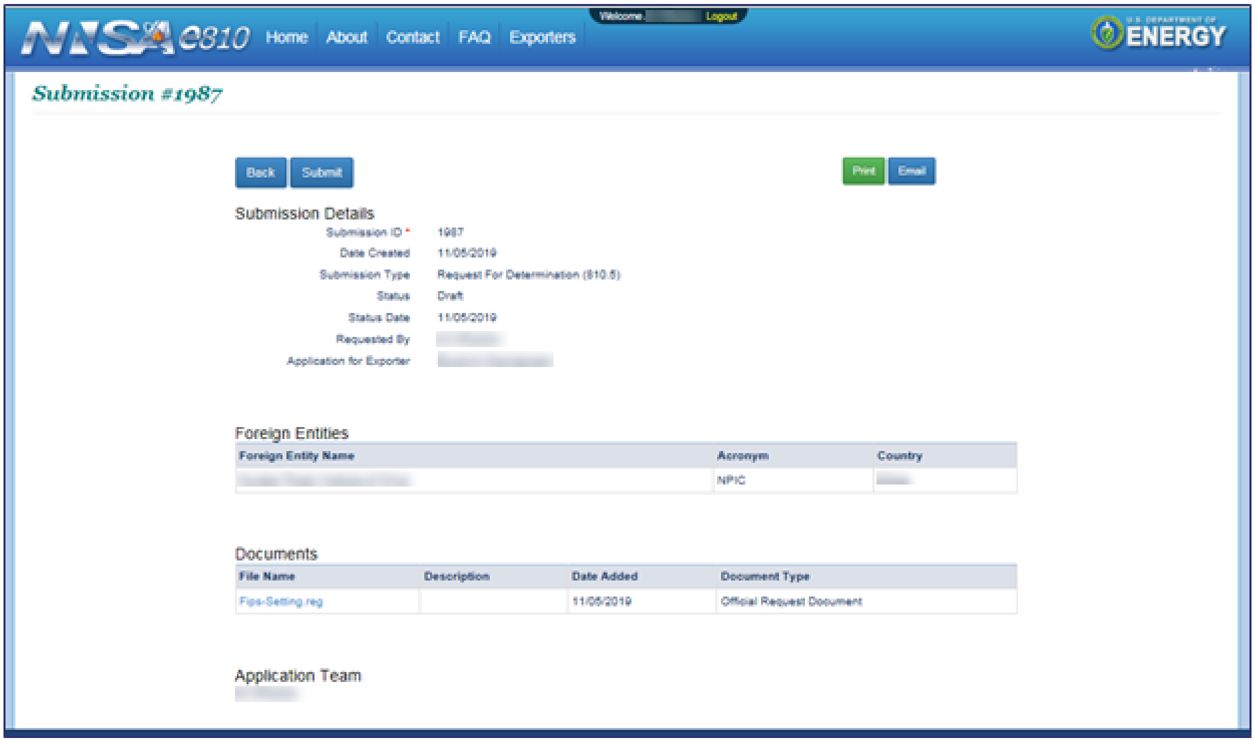


Figure 4-40: Submission Queue Screen

4.5 Specific Authorization Request (810.7)

For Specific Authorization Request (810.7), the following information is required:

- Foreign Entity or Entities included in the request.
- Application Team – Team Members.
- Transactions – Type of Work and Technologies.
- Contract – Business Details, Project Associated, Start and End Date.
- Official Request Document.

Once information is ready continue through steps below:

1. Under Choose a Submission Type, select Specific Authorization Request (810.7) using the dropdown list, **(Figure 4-41)** .
2. Click the Next button.

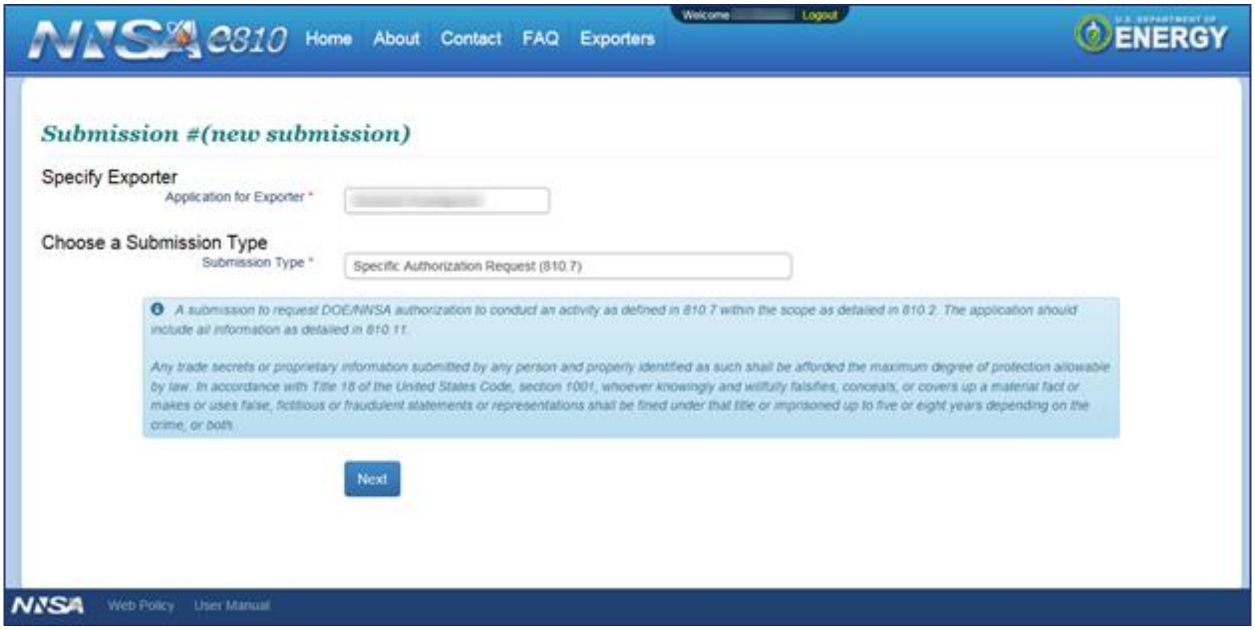


Figure 4-41: Submission Type Screen

4.5.1 Foreign Entity

On this screen **(Figure 4-42)**, you will select or add the foreign entities that are part of this request. Managing Foreign Entities for Specific Authorization Request is the same process as is covered in Section **0**. Adding an Existing Foreign Entity is accomplished by clicking on the Use Existing Foreign Entity button

To create a new foreign entity/entities:

1. Click the “Create/Select Foreign Entity” link **(Figure 4-42)**
2. Complete the fields in the Create Foreign Entity and POC Information **(Figure 4-42)**
3. Click Save button.

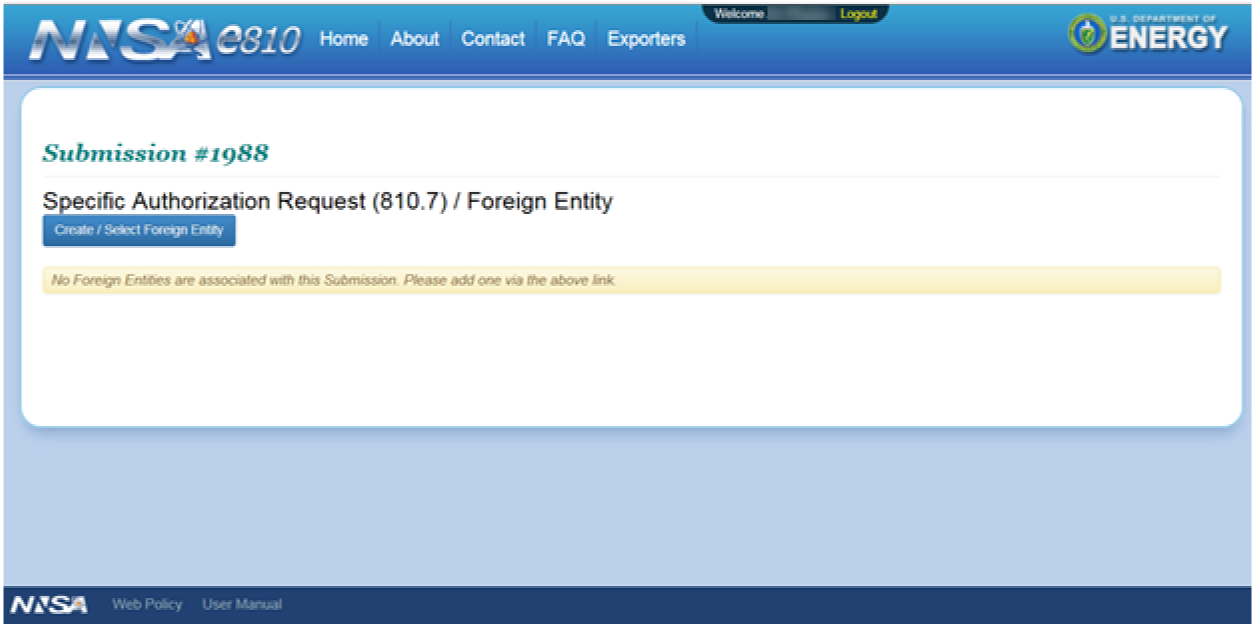


Figure 4-42: Create New Foreign Entity Screen

As an alternative, you may choose to select an "Use Exisitng Foreign Entity" from the Existing Foreign Entity dropdown list.

1. Click the "Create/Select Foreign Entity" link **(Figure 4-42)**.
2. Select the account associated with the desired foreign entity using the dropdown list **(Figure 4-43)**.
3. Review the list of POCs that are associated with the selected foreign entity to ensure you selected correctly.
4. Click the Save button to return to the Foreign Entity screen **(Figure 4-44)**. This screen will allow you to view your newly created Foreign Entity. You will have the ability to Delete, Edit, or Replace the Foreign Entity **(Figure 4-44).**

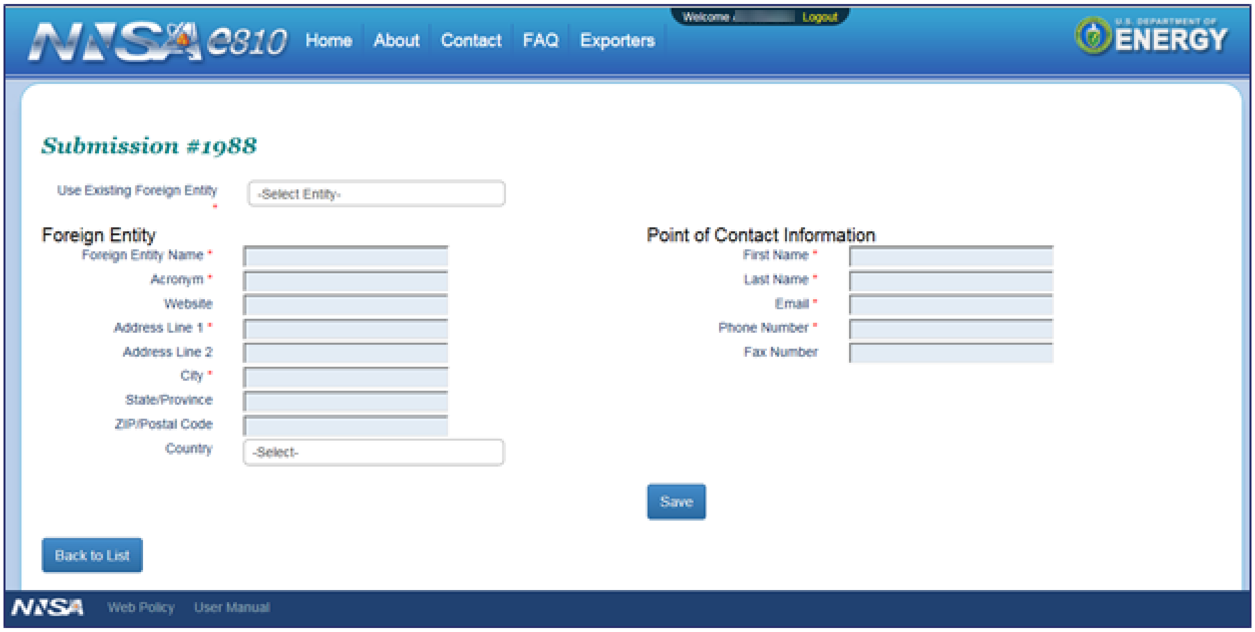


Figure 4-43: Create Foreign Entity Screen

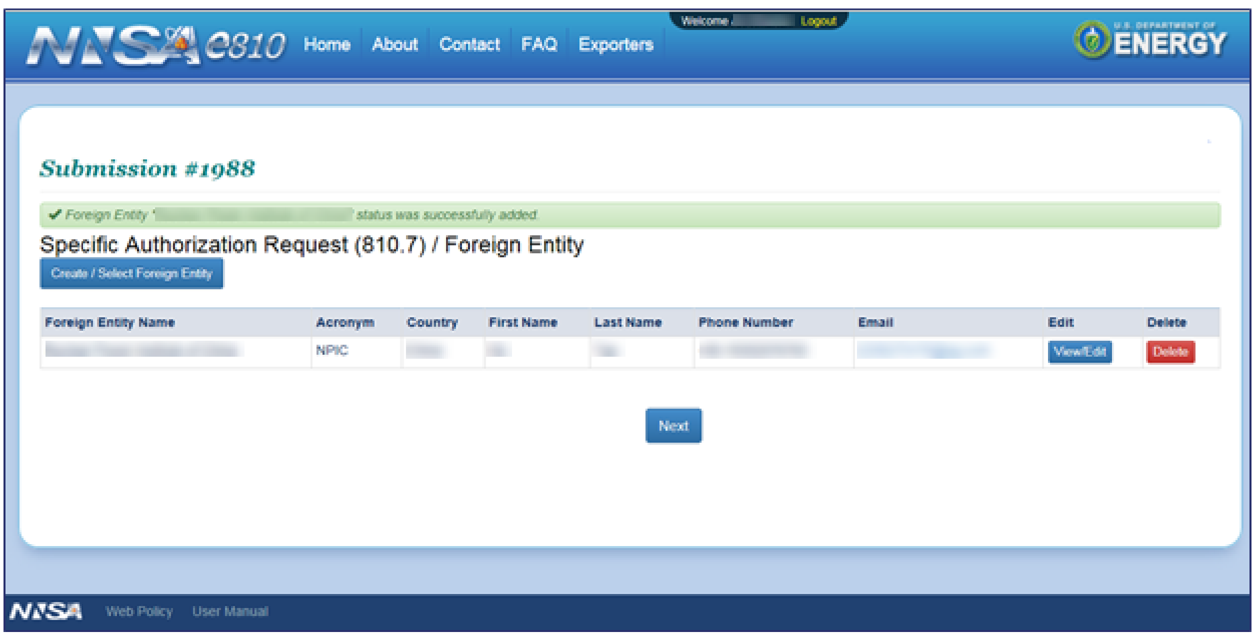


Figure 4-44: Foreign Entity Screen

4.5.2 Application Team

This screen will allow you to choose the application team for the request **(Figure 4-45)**. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

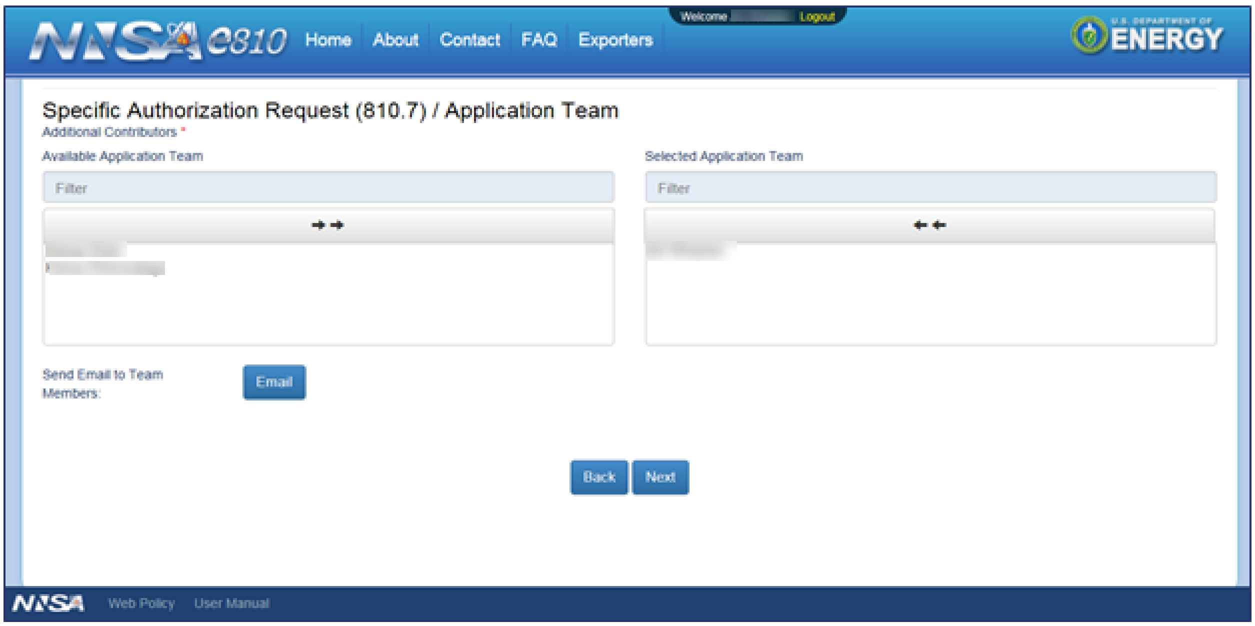


Figure 4-45: Application Team Screen

4.5.3 Transaction Information

On this screen **(Figure 4-46)**, you will add transaction information about this request.

1. Enter in a numerical value in the Transaction Value field.
2. Choose the closest description from the Type of Work dropdown list.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
4. Click the Next button.

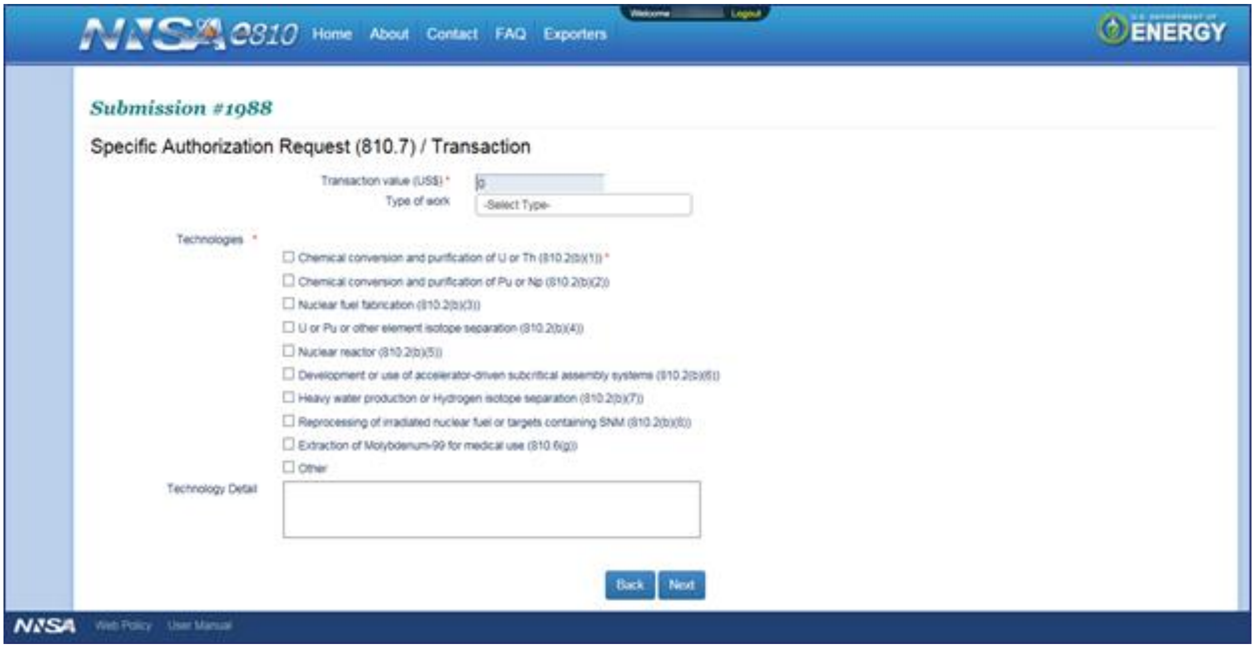


Figure 4-46: Transaction Information Screen

4.5.4 Contract Information

On this screen **(Figure 4-47)**, you will enter contract information about this request.

1. Choose the closest description from the Business Details dropdown list.
2. Enter in a description for the Facility – Project Associated field.
3. Select a date for the Anticipated Start Date field.
4. Select a date for the Anticipated End Date field.
5. Enter in any comments you may have in the comments field.
6. Click the Next button.

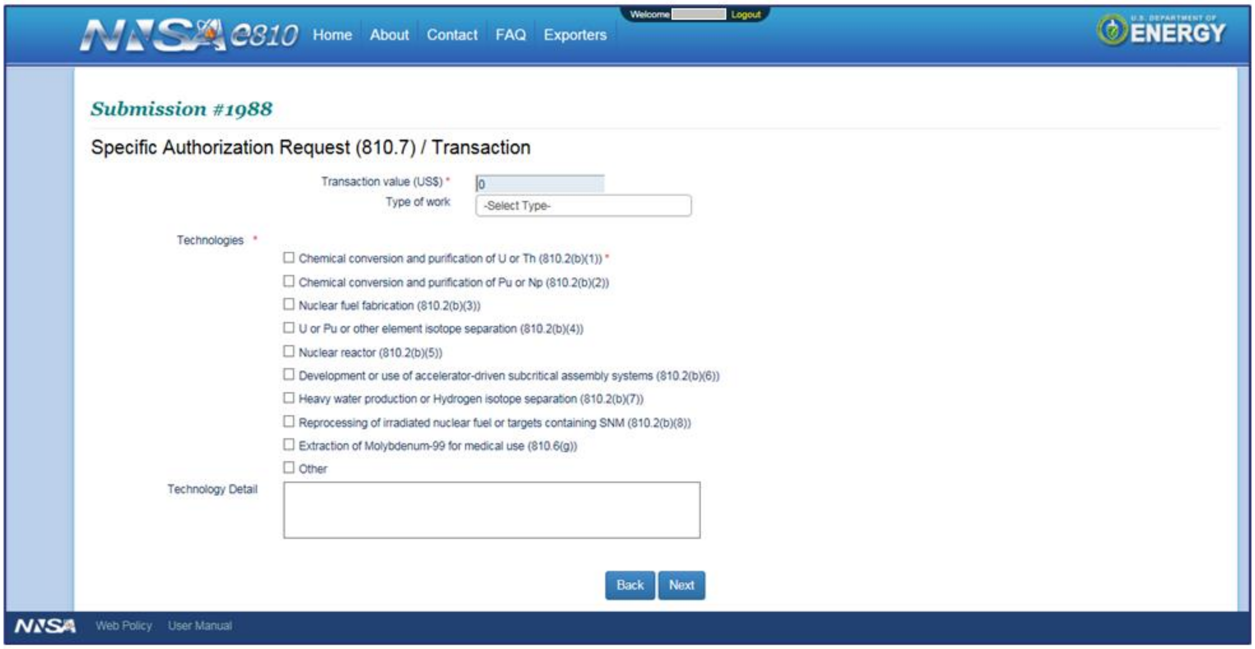


Figure 4-47: Contract Information Screen

4.5.5 Upload Documents

In this screen **(Figure 4-48)**, you can upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-49)**.
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list **(Figure 4-50)**.
5. Click the Save button. You will be returned to the main supporting documents screen where you will see your newly uploaded document. You then have the ability to Delete, Edit, or Replace the document.
6. Click the Next button.

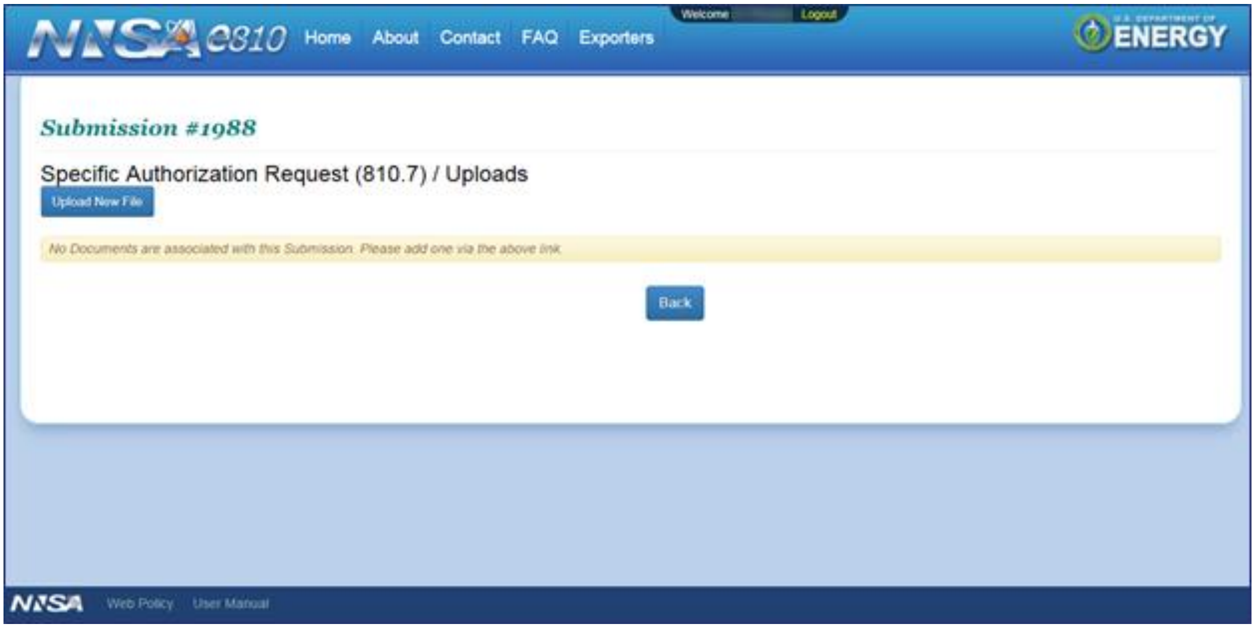


Figure 4-48: Upload New File Screen

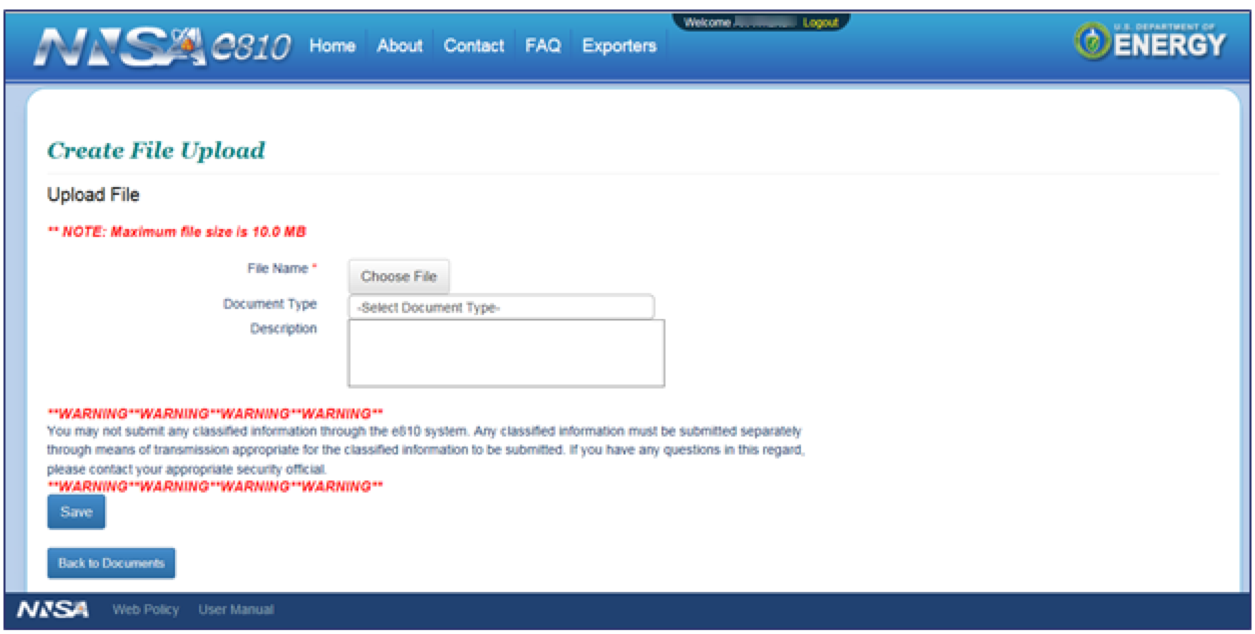


Figure 4-49: Create File Upload Screen

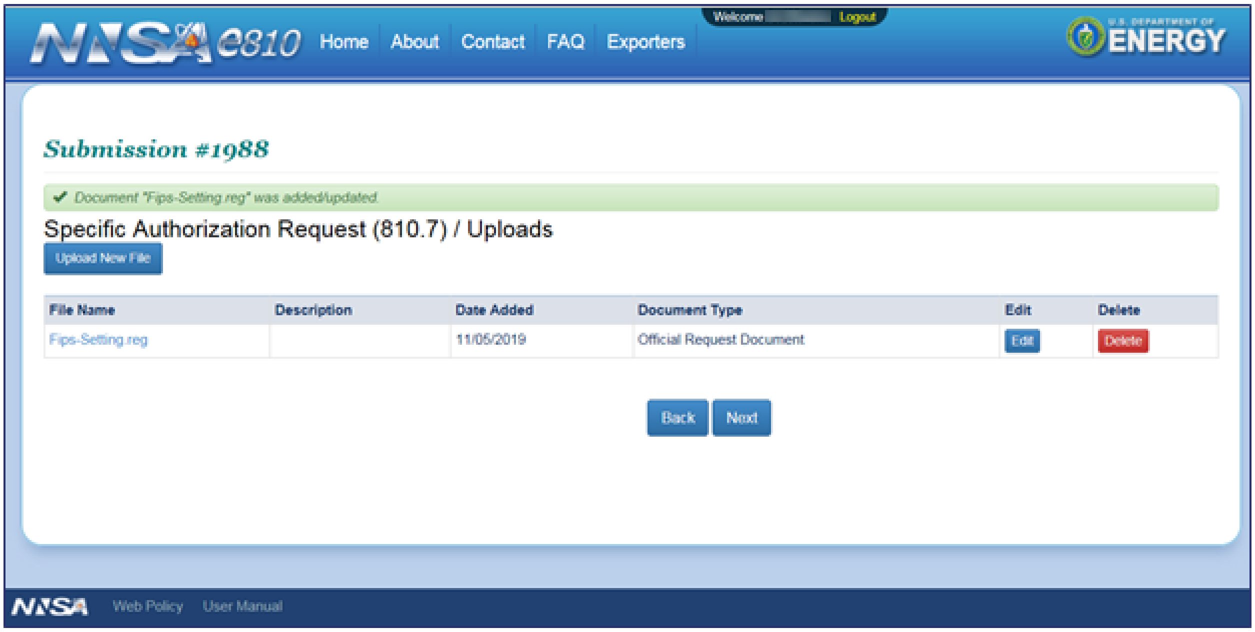


Figure 4-50: Main Supporting Documents Screen

4.5.6 Submission Queue Screen

In this screen **(Figure 4-51)**, the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

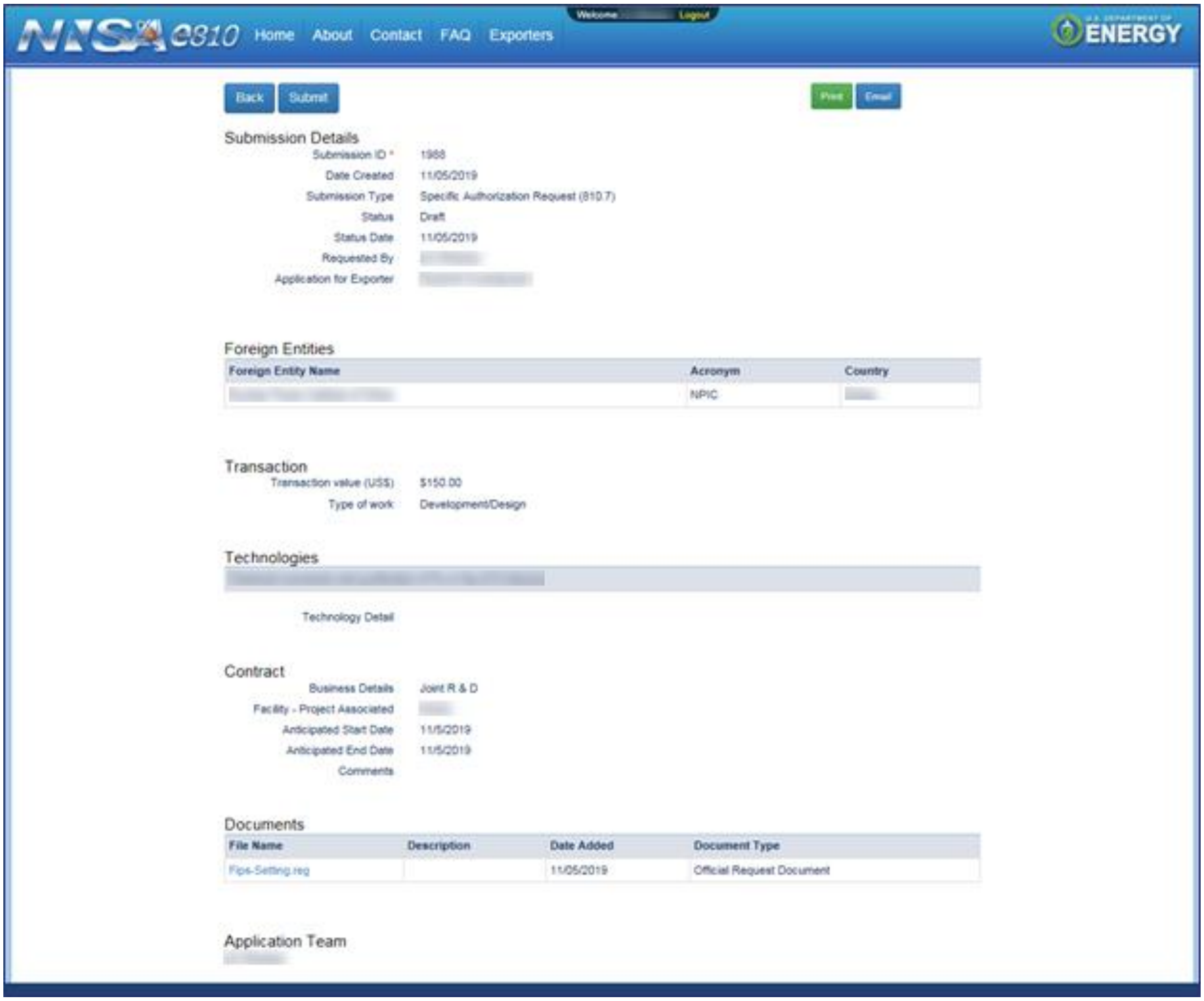


Figure: 4-51: Submission Queue Screen

4.6 Specific Authorization Request, Deemed Export (810.7)

For Specific Authorization Request, Deemed Export (810.7), the following information is required:

- Foreign National or Nationals included in the request
- Application Team – Team Members
- Official Request Document

Once information is ready continue through steps below:

1. Choose a Submission Type, select Specific Authorization Request, Deemed Export (810.7) using the dropdown list, **(Figure 4-52)**.

2. Click the Next button.

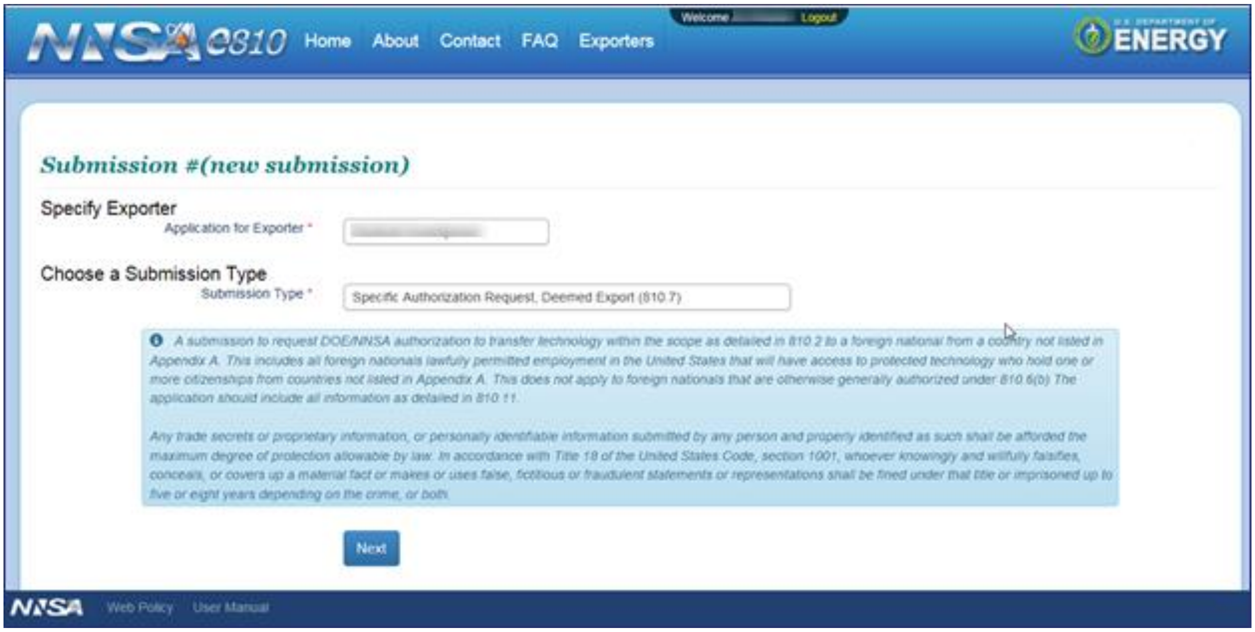


Figure 4-52: Submission Type Screen

4.6.1 Foreign National

On this screen **(Figure 4-53)**, you will select or add foreign nationals that are part of this request.

To create a new foreign national:

1. Click the "Create/Select Foreign National" link (**Figure 4-53).**
2. Complete the fields in the Create Foreign National screen (**Figure 4-54)**.
3. Click Save button.

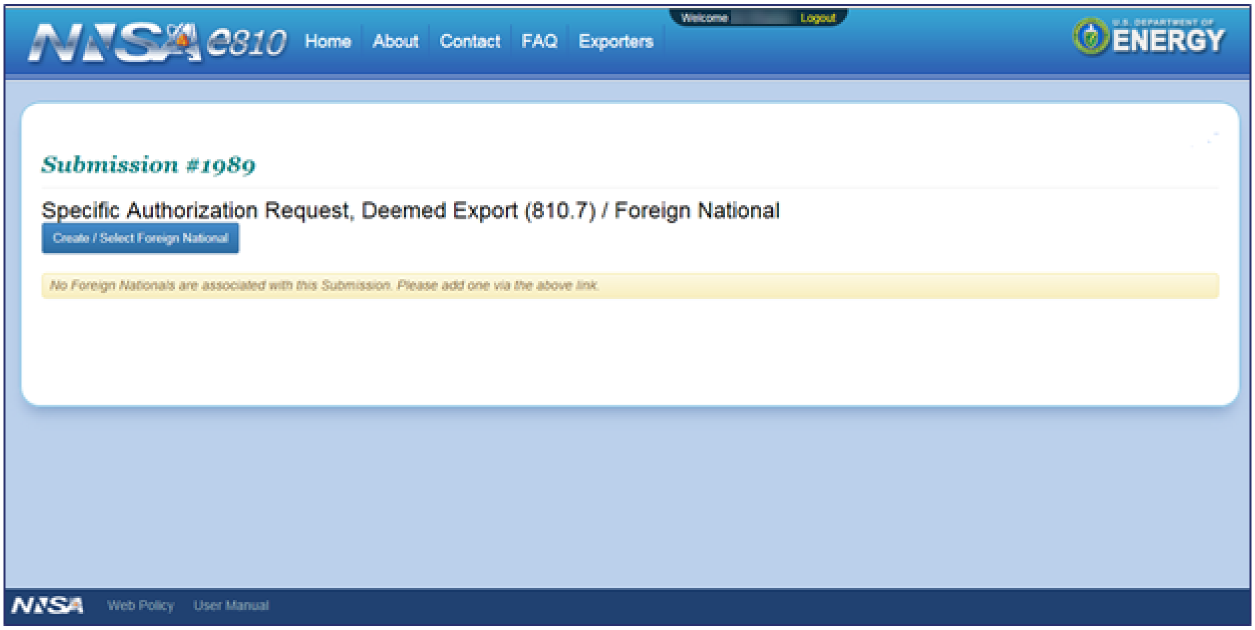


Figure 4-53: Create New Foreign National Screen

As an alternative, you may choose to select an exisitng foreign national from the Existing Foreign National dropdown list.

1. Click the “Create/Select Foreign National” link (**Figure 4-53)**.
2. Select the account associated with the desired foreign national using the “Use Existing Foreign National” dropdown list **(Figure 4-54)**.
3. Choose the Technologies that are being reported. If “other” is checked, enter additional information in the detail box.
5. Click the Save button to return to the New Foreign National Screen **(Figure 4-55)**. This screen will allow you to view your newly created Foreign National. You will have the ability to Delete, Edit, or Replace the Foreign Nationals **(Figure 4-55).**

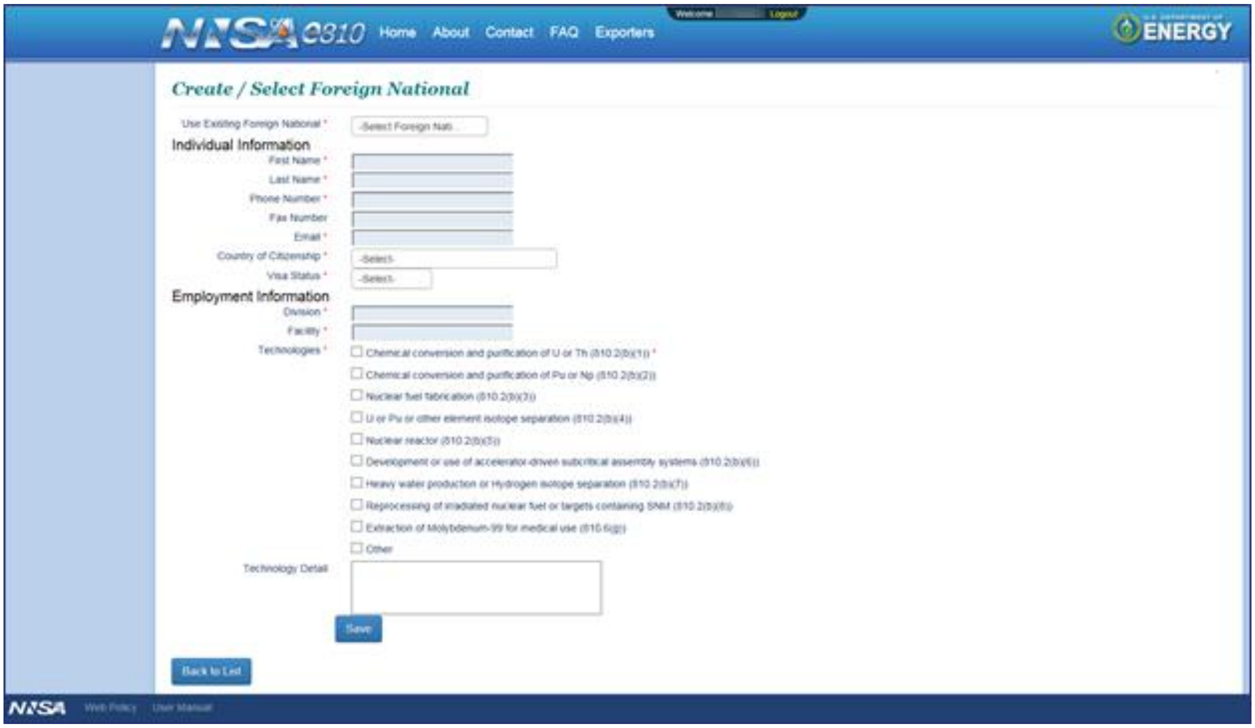


Figure 4-54: Create Foreign National Screen

Figure 4-55: New Foreign National Screen

4.6.2 Application Team

This screen will allow you to choose the application team for the request **(Figure 4-56)**. Members of the application team will be the only users of the system that will be able to access the specific submission being generated. Note: Exporter Managers are a part of all application teams within an Exporter whether or not they are selected.

1. Review the available names on the left side of the Application Team screen. The names are people who have accounts associated with the company you are making the request for.
2. Select team members from the left side using a single click. Selected names will appear on the right side of the screen. Remove team members from the right side using a single click. Names will appear on the left side of the screen.
3. Once the team is selected, you may e-mail the team members to notify them of the request by clicking the “E-mail” button.
4. Click “next” after you are done selecting and notifying the team.

Clicking the double right arrows assigns all team members to the request. Clicking the double left arrows removes all users that have been assigned to the request.

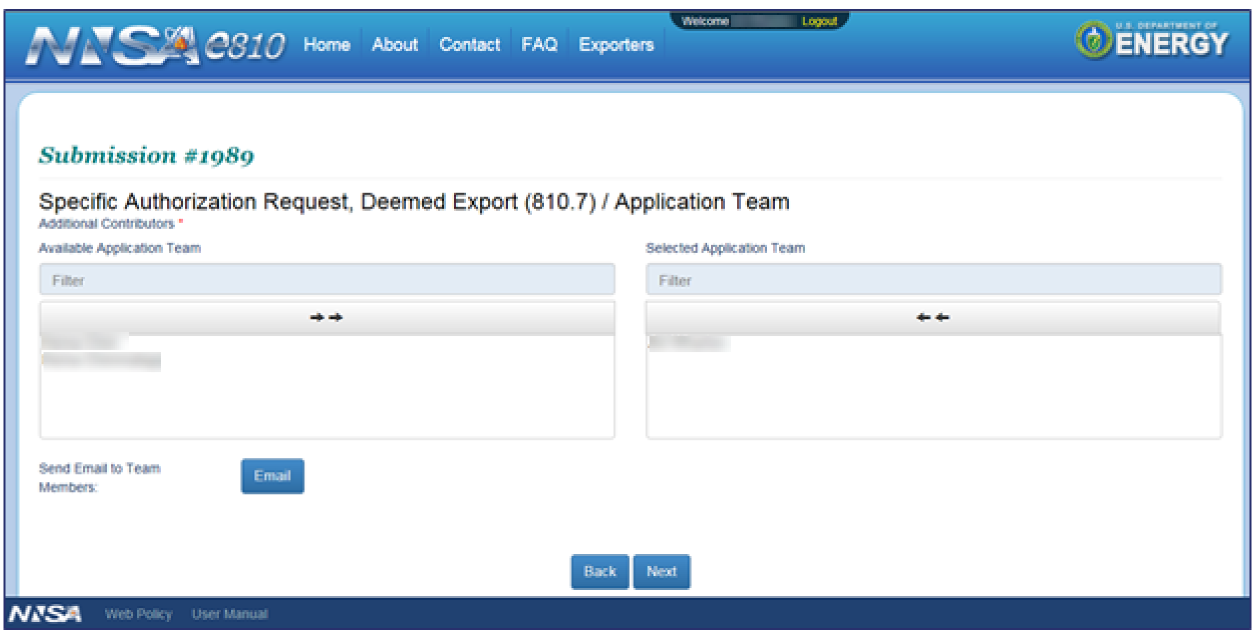


Figure 4-56: Application Team Screen

4.6.3 Upload Documents

In this screen **(Figure 4-57)**, you will have the ability to upload supporting documentation for this request. At a minimum, you must have one document uploaded that is labeled as an Official Request Document before you are able to proceed to the next screen.

1. Click the Upload New File button to be taken to the Upload File screen.
2. Click the Choose File button to select a file to upload from your computer **(Figure 4-58).**
3. (Optional) Enter in a description of the file you are uploading in the Description field.
4. Select document type from the Document Type dropdown list **(Figure 4-58).**
5. Click the Save button. You will be returned to the main supporting documents screen **(Figure 4-59)** where you will see your newly uploaded document. You will have the ability to Delete, Edit, or Replace the document.
6. Click the Next button.

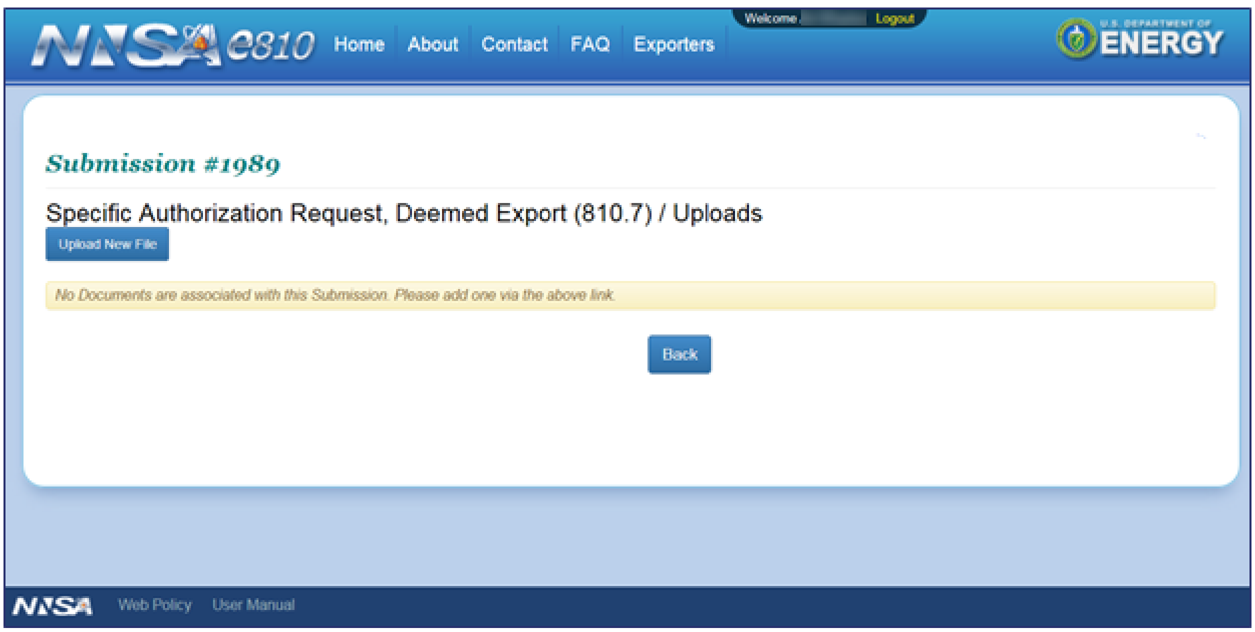


Figure 4-57: Upload New File Screen

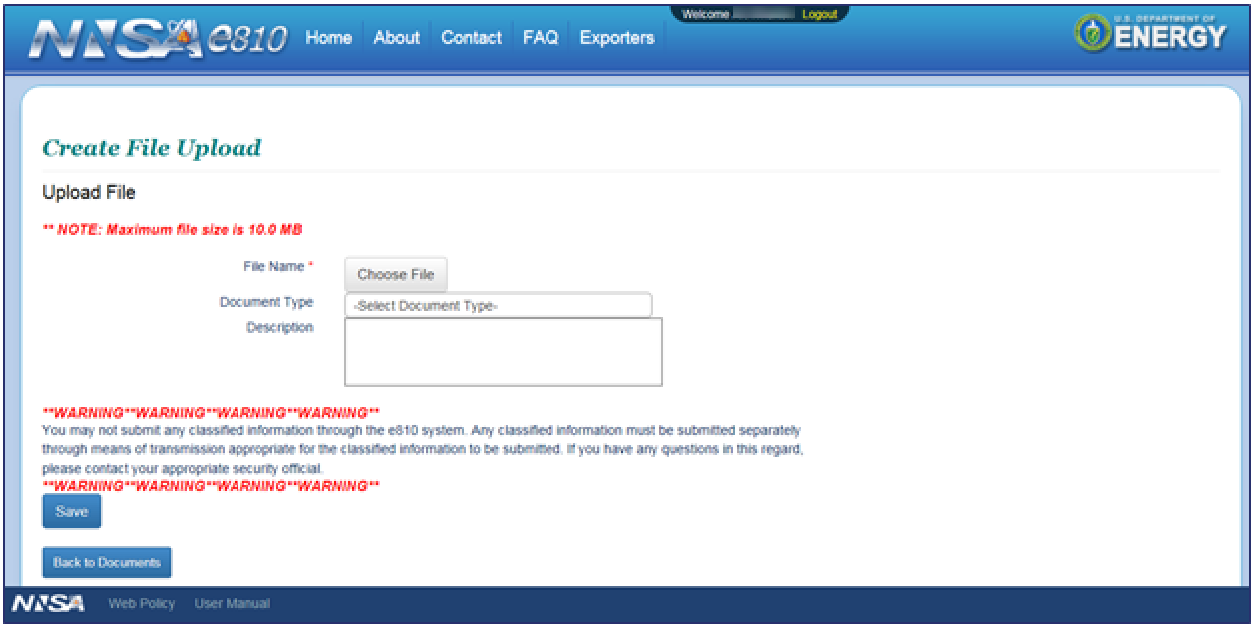


Figure 4-58: Create File Upload Screen

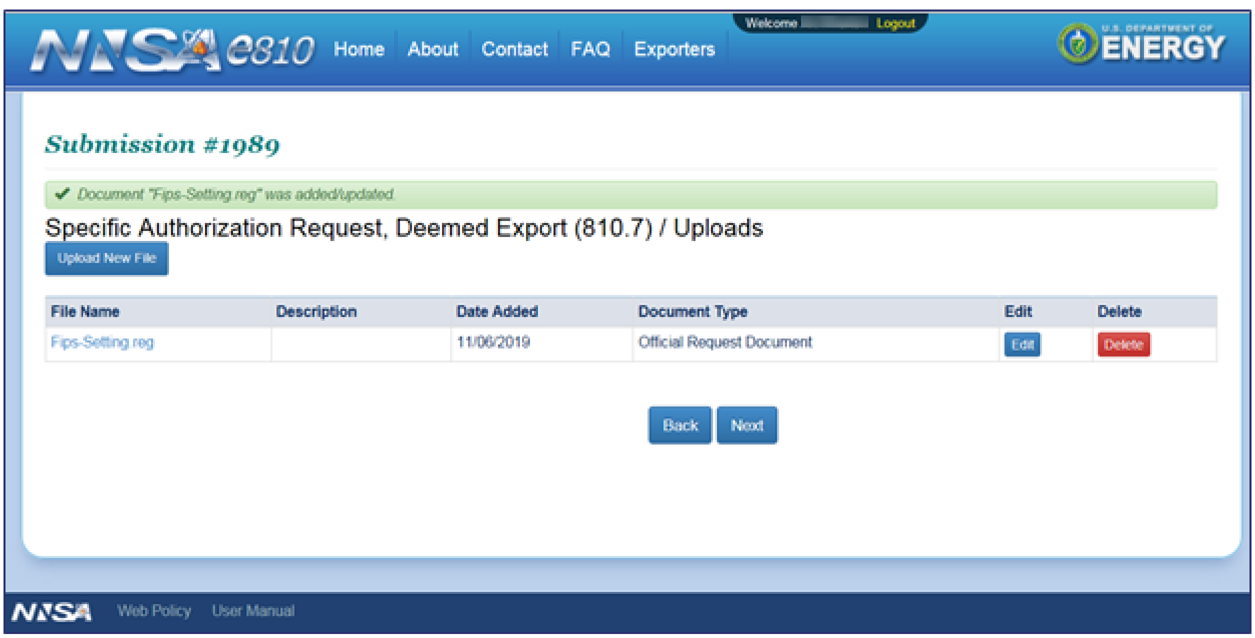


Figure 4-59: Main Supporting Document Screen

4.6.4 Submission Queue Screen

In this screen **(Figure 4-60)**, the User can review the information before submission. This ensures accuracy of all required fields. The Submission Queue also allows the User to revert to the previous screens if the information is missing or not correct.

1. Click the Back Button if the required information is missing or not correct.
2. Once all required information is correct, Click the Submit Button
3. A Confirm Submission popup will appear. Click Yes.

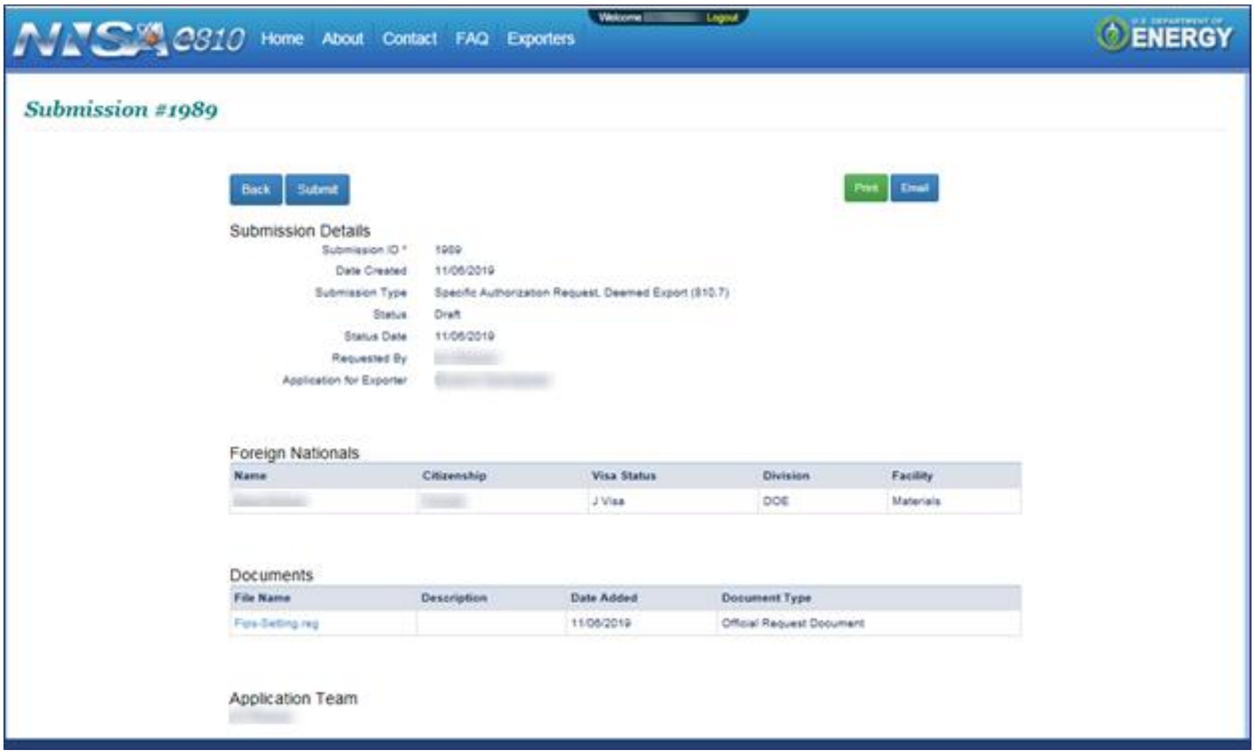


Figure 4-60: Submission Queue Screen

5.0 Reviewing Request History

In this section, you will learn how to view the requests you have made to the e810 Licensing System, modify existing requests in the system, and add documentation to requests.

5.1 Viewing All Requests

1. Log into the e810 Licensing System.
2. Click the View Request History link from the landing page (**Figure 5–1**).

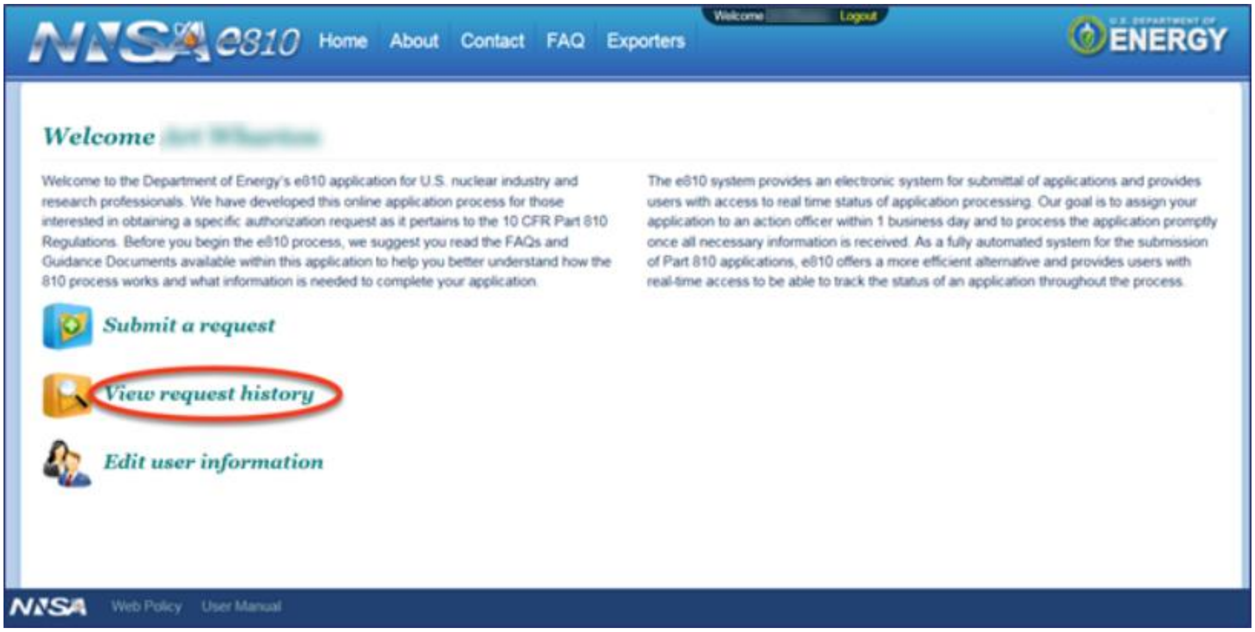


Figure 0-1: View request history link

3. Edit, review, filter, amend, and add supporting documentation to existing requests from the Submission History screen (**Figure 5–2**).
4. Click on the each column header to sort the requests in ascending or descending.

The default page size for the Submission History screen shows 10 records at a time. You may change that setting to show 10, 25, or 50 records on each page by selecting the desired value on the records per page dropdown list. You may also switch from page to page using the page navigation links at the bottom left of (**Figure 5–2)**.

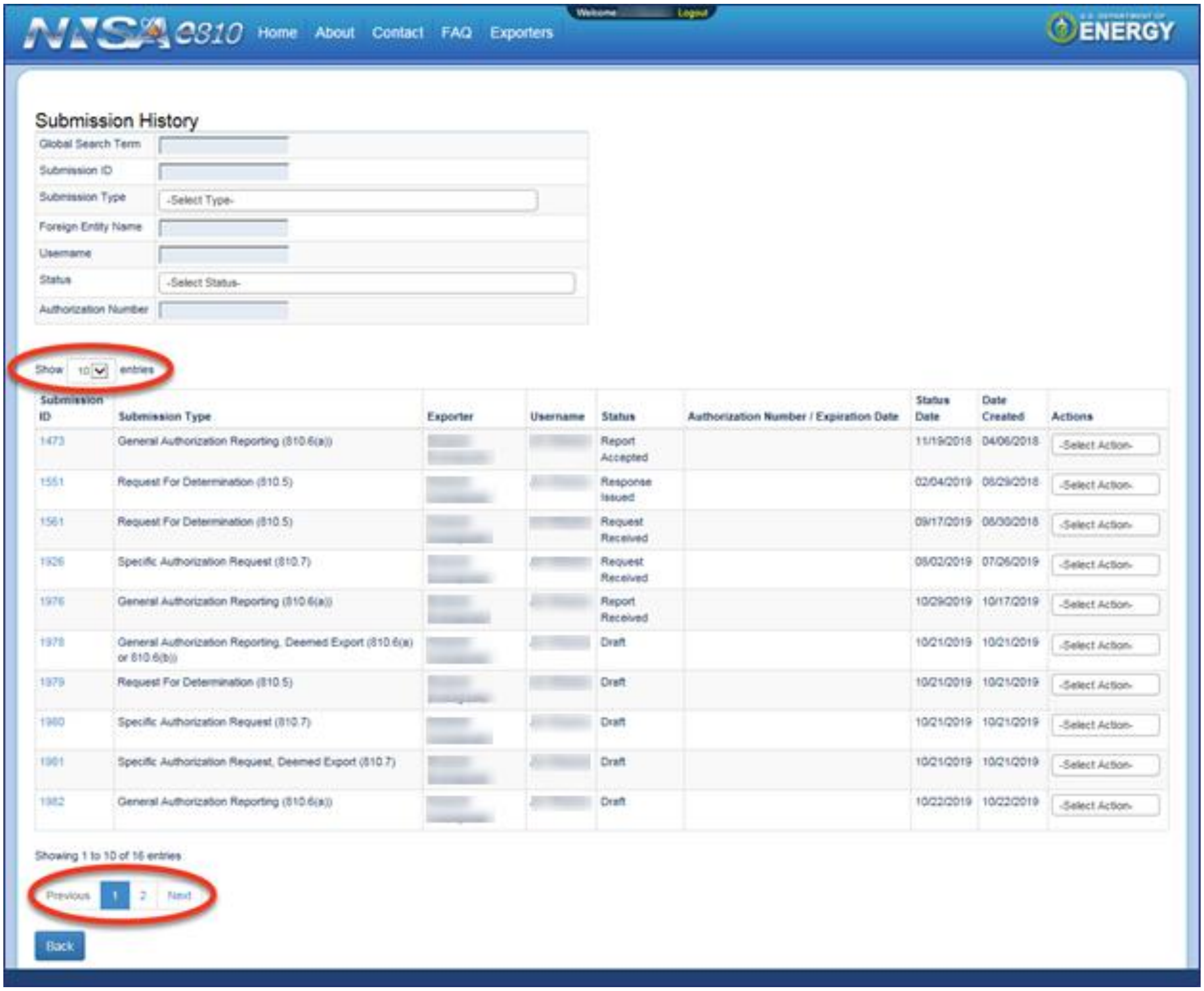


Figure 0-2: Submission History Screen

5.2 Filtering Requests

This section will show you how to filter your requests into a more manageable size or look for a specific request. On the Submission History screen (**Figure 5–2**) you may filter the results of your requests into one or more specific values. You can filter by:

- Submission ID.
- Submission Type.
- Foreign Entity Name.
- Username of the person that submitted the request.
- Status of the request.
- Authorization Number.
- Status Date.
- Date Created.

You may also perform a global search which will take the value you enter and search against all fields (**Figure 5–3**).

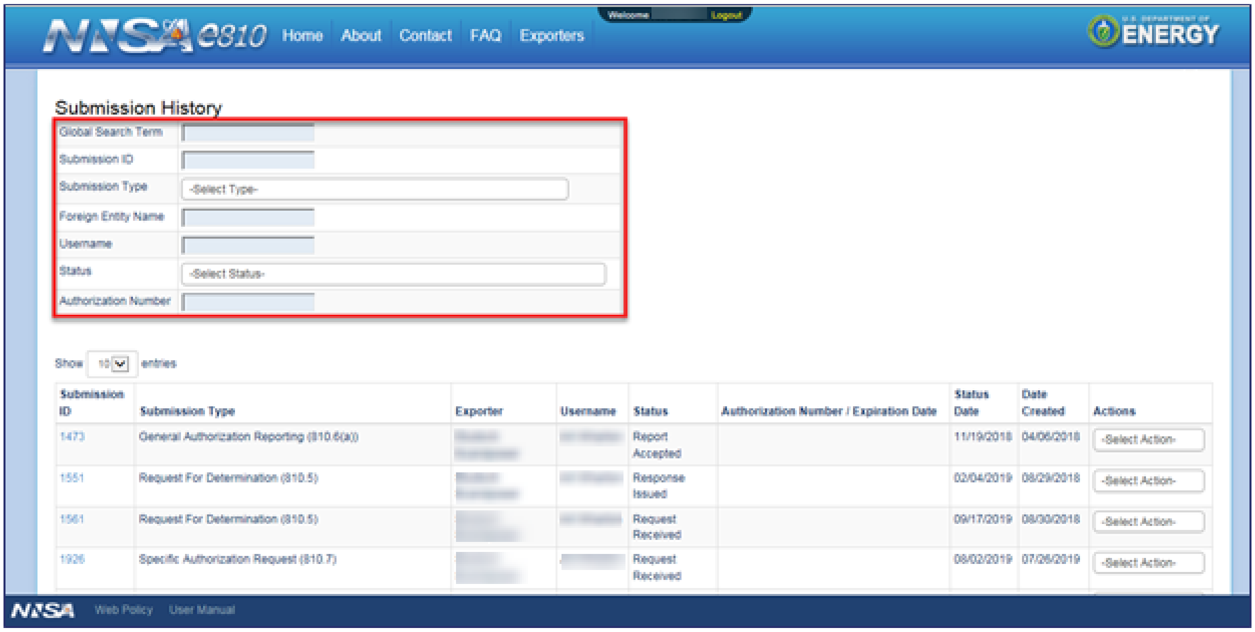


Figure 0-3: Submission History Filter Fields

5.3 Completing a Draft Request

In this section you will learn how to complete a request that is in Draft status.

1. Use the techniques from section **5.2** to do a status search for a request that has a status of Draft (**Figure 5–4**).or click on the status column header to view all the requests that are in Draft status.
2. Select Edit from the Actions dropdown list (**Figure 5–4**).
3. Walk through each of the steps and make any changes/additions necessary.
4. Click the Submit button on the last step of the request process.

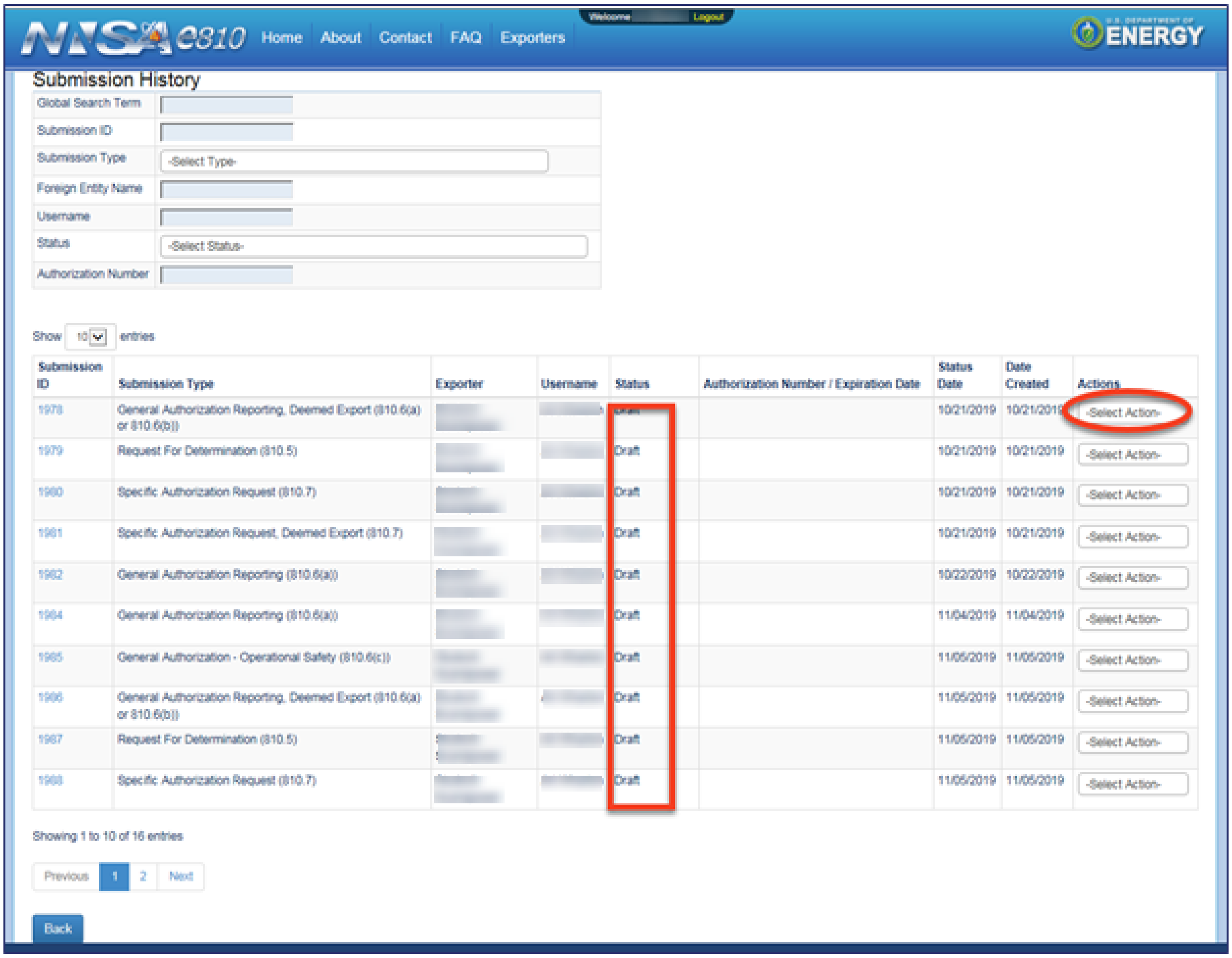


Figure 0-4: Draft Requests

5.4 Adding a report, amending or renewing a Specific Authorization

For Specific Authorizations that have been granted, a limited number of actions can be taken. You can submit a report about the activity, request and amendment or renewal of the Authorization.

In each case, the only action is after selecting the activity is to add a document.

1. Use the techniques from section 5.2 to find the request of interest.
2. Select the appropriate action.
3. You will be taken to the Upload File screen.
4. Use the techniques that you have learned from the above sections to upload a document to the system.
5. Click the Save button upload the document and return to the Submission History screen.
6. Click the Back to User Submissions button to not upload a document and return to the Submission History screen.

5.5 Deleting Requests which are in Draft status

In this section you will learn how to delete the requests which are in Draft status from an existing request.

1. Click on the Status column header to view all the requests that has a status of Draft or use the techniques from section 5.2 to do a status search.
2. Select Delete from the Actions dropdown list **(Figure 5-5)** of the existing requests.
3. The deleted Submissions has been removed from the Submission History requests list.

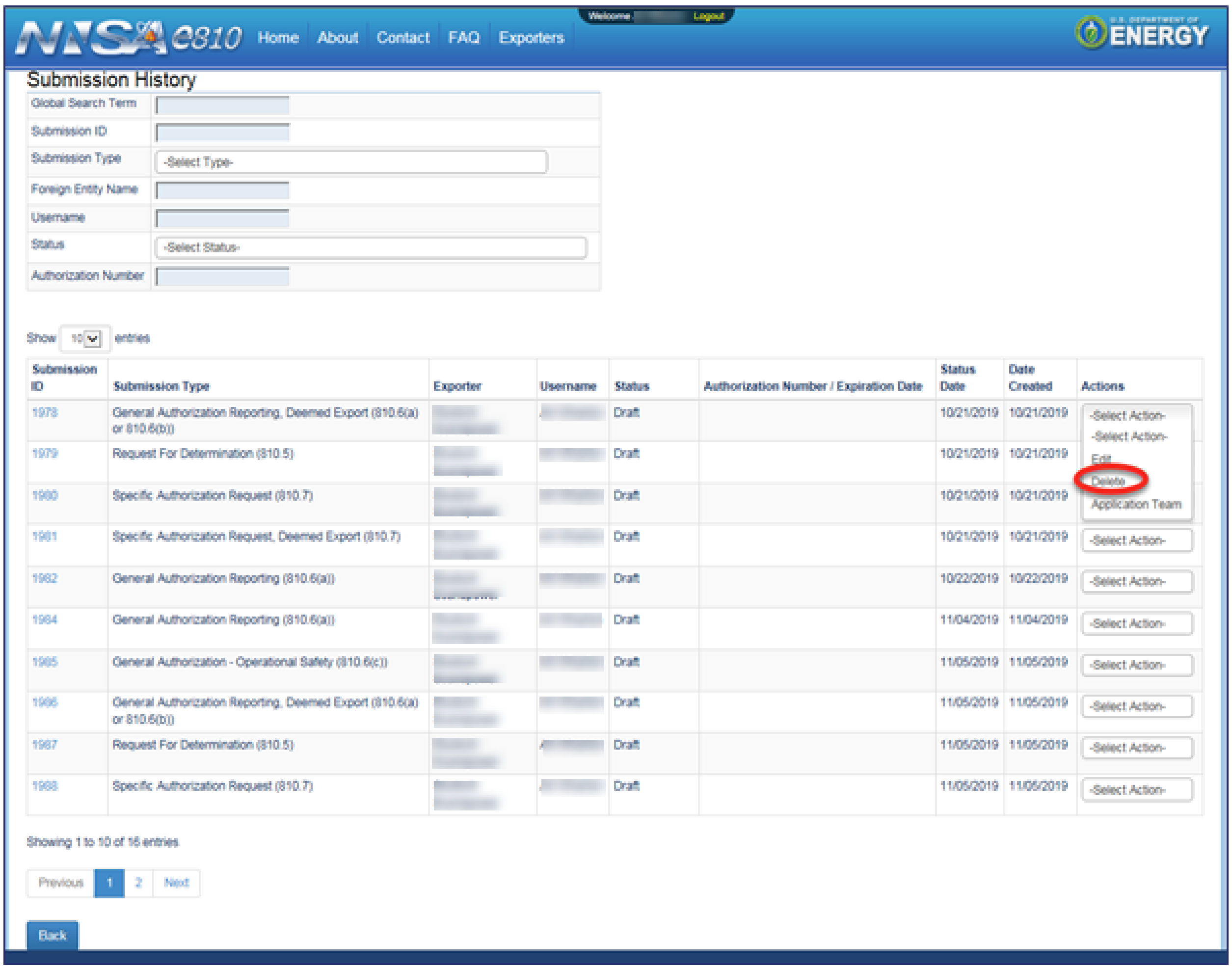


Figure 0-5: Delete Requests under Actions